



# **Sigma Chi Fraternity Standard Operating Procedures Manual**

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# Introduction & How to Use the Electronic Version of the Standard Operating Procedure Manual


In a day and age where capitalizing on the advantages of electronic medium is the key to the success of the organization, the Fraternity has decided to no longer publish a printed version of the Standard Operating Procedure manual. Largely because of the rapidity with which the Fraternity’s policies and Governing Laws are revised and edited by the membership but also in an attempt to be environmentally conscious and reduce paper waste, the Fraternity has decided that publishing the “S.O.P.” in electronic version only is beneficial to the members and to the organization as a whole.

While the Fraternity recognizes the desire of some members to have a printed copy of the manual handy for their personal use, those members will be encouraged to print the manual for such.

However, recognizing that using an electronic document can be cumbersome and a hindrance to the ease and efficiency of researching topics that require an expedient answer, we have devised several ease-of-use oriented additions to the electronic version that should be helpful in navigating the document.

***Interactivity***

Each line within the [Table of Contents](#) (pages i-iii of this section) is linked to its corresponding content within the document. Wherever you see text in blue throughout this manual, you may click on that text and will be directed to the section within the document pertaining to the topic you clicked on.

The image of the Fraternity’s Grand Seal  located in the bottom right-hand corner of each page of this manual is linked to the top of the [Table of Contents](#). At any point, you can click on that image and you will be redirected back to be able to begin searching for your next item. This was designed so that you never have to close the document until you have completed searching for every topic you were interested in.

***Governing Laws***

The Governing Laws have been reinterpreted by the 2009 Grand Chapter to be provided in such a manner that all of the information pertaining to a topic follows in the logical order of Constitution, Statutes, then ECRs. [Page 3](#) of the next section contains further explanation of these changes and how to interpret them.

***Governing Laws F.A.Q.***

On [page 4](#) of the next section, preceding the Governing Laws, you can find a list of commonly searched for topics within the Governing Laws. Clicking on any of those items will link you directly to the text within the Governing Laws that describes this.



# The Governing Laws

## THE GOVERNING LAWS



# Overview of Governing Bodies

## Grand Chapter

The Grand Chapter is the supreme legislative body of the Fraternity and convenes every two years, at a time and place designated by the Executive Committee.

The Grand Chapter has the power to alter or amend the Constitution, Statutes, and the Executive Committee Regulations, and to enact, subject to the Governing Laws, any legislation to promote the general welfare of the Fraternity.

The undergraduate delegates to the Grand Chapter elect two undergraduate members to serve one-year terms on the Executive Committee. In the year the Grand Chapter is in recess, the undergraduate delegates at the Grand Council elect two undergraduate members to serve one-year terms on the Executive Committee.

Further authority and structure can be found in the Constitution, Statutes, and Ritual.

## Grand Council

The Grand Council exercises general direction and advisory powers in the Fraternity during the recess of, but subject to the enactments of, the Grand Chapter. It meets every other year, during the years in which no Grand Chapter is held. The Grand Council may amend the Statutes or Executive Committee Regulations.

## Executive Committee

The Executive Committee meets at least four times per year and has general supervision of the Fraternity during the recess of the Grand Chapter and Grand Council.

The Executive Committee directs the Fraternity budget and expenditures, acts upon recommendations and reports from the various boards and committees and, in coordination with the Executive Director, assigns the duties to the General Headquarters staff. It administers the endowment and trust funds of the Fraternity and establishes Executive Committee Regulations which are part of the Sigma Chi Governing Laws.

The committee makes recommendations concerning active chapter issues, and may place on probation or suspend any active chapter charter. It investigates petitions for active chapter charters, and grants charters to alumni chapters and associations.

***Please Note:***

All Grand Officers, including Grand Council and Executive Committee members, are volunteer, unpaid officials, elected by the Grand Chapter. The Grand Officers live in different cities in the United States and Canada and have their own careers and family responsibilities. They are reimbursed for travel and other expenses incurred in the course of Fraternity business. The specific duties and responsibilities of Grand Officers can be found in the Fraternity's Governing Laws, which are available in this Standard Operating Procedure manual, *The Norman Shield* and on the Fraternity's Web site ([www.sigmachi.org](http://www.sigmachi.org)). Contact information for Grand Officers can be found in the directory section of the latest issue of *The Magazine of Sigma Chi*.

For more information on how to read the Governing Laws, please feel free to contact Sigma Chi International Headquarters.



# How to Use the Governing Laws

Sigma Chi's Governing Laws are made up of three main sections:

1. The Constitution
2. The Statutes
3. Executive Committee Regulations (ECRs)

Each section is more detailed than the previous. Therefore, if you seek information on a portion of Sigma Chi governance, it is good practice to first locate the issue in the Constitution, then seek that same issue in the Statutes, and finally review the ECRs for the most detail on the matter.

The Statutes and ECRs are numbered consistently, providing the reader ease in researching issues. Statutes are generally three digit numbers such as 6.01. ECRs are extensions of those three digit numbers. Therefore, ECRs pertaining to Statute 6.01 would be 6.01-1.

There are two other examples of this numbering scheme worth noting:

1. Occasionally a Statute requires several subparts. For example, Statute 6.02 has nine subparts numbered 6.02-a through 6.02-i. As in the more common case noted above, here the ECRs pertaining to the subparts of this Statute will be numbered as in this manner: 6.02-a-1, 6.02-f-1 and 6.02-f-2.
2. In some cases, a Statue requires additional clarification at the Statue level vs. at the ECR level. In this case, the supporting statutes will be the number of the main Statue, but will be followed by a period and a number. For example, Statute 4.23 is clarified by Statutes 4.23.1 through 4.23.3.

## A Note on the Formatting Revision of the Governing Laws

As requested by the 2009 Grand Chapter in Charleston, the Governing Laws Committee has prepared this reformatted version of the Fraternity's Governing Laws. The text of the Constitution, Statutes, and Executive Committee Regulations reproduced here incorporates all changes enacted at the 2009 Grand Chapter and at the subsequent meetings of the Grand Council and Grand Chapter.. Accordingly, the Governing Laws are current as of July 1, 2013.

This version begins with the Preamble of the Constitution and then moves on to Article I of the Constitution. From then on, for each constitutional provision, the relevant Statutes have been moved (with no changes made to their text) so that readers may find related provisions together. For example, Statute 1 appears under Article I of the Constitution. Similarly, Executive Committee Regulations have been moved (again, with no changes to their text) so that readers may find ECRs along with the Statutes to which they relate. For example, ECR 1.05-1, which concerns the appropriate display of Sigma Chi recognition pins and buttons, appears under Statute 1.05, which describes the appearance of the Sigma Chi Badge. The number of each Statute is preceded with a capital "S" (and in color editions appears in blue), and the number of each Executive Committee Regulation is preceded with a capital "E" (and in color editions appears in red). Articles of the Constitution are numbered with Roman numerals, and constitutional sections and subsections are then enumerated in the manner traditional for outlines. See Article IV, Section B (concerning the Grand Chapter), for an example of a constitutional section with four levels of numbering.

Brothers should feel free to contact the Governing Laws Committee with questions about the Fraternity's Governing Laws, along with suggestions of how the Governing Laws might be improved or more conveniently displayed.



# Frequently Searched Governing Laws

*Sigma Chi Insignia*

Licensing requirements ..... E1.10-1 to E1.10-3  
 Pledge Pin, wearing of ..... E1.06-1  
 Sigma Chi Badge, wearing of ..... E1.05-1

*Membership*

“Active member”, qualifications of ..... S3.03  
 Affiliation with another chapter ..... S3.02  
 Alumni of a colony or petitioning local ..... S3.08  
 G.P.A. and scholastic requirements ..... E3.07-1 to E3.07-4  
 Non-Student Initiations ..... S3.08-1

*Organization*

Alumni chapters/associations/clubs ..... S4.04  
 Balfour Leadership Training Workshop ..... E4.24-3  
 Colony process / starting a chapter ..... S4.03 & E4.03-1  
 Executive Committee, make up of ..... Constitution 4.E-1 to Constitution 4.E-3  
 Executive Committee, responsibilities of ..... S4.22.a through S4.22.m  
 Grand Chapter, membership of ..... Constitution 4.B-1  
 Grand Chapter, delegates to ..... ECR 4.08-1  
 Grand Council ..... Constitution 4.F  
 Leadership Training Board ..... S4.25 through S4.27

*Finances*

Initiation Fee ..... S5.06  
 Member Fees ..... S5.07  
 Pledge Fee ..... S5.05

*Chapter Operations*

Active chapter, requirements of ..... S6.02-a through S6.02-i  
 Alumni chapter, requirements of ..... S6.03 & E6.03-1  
 Liability insurance, requirement to carry ..... E6.02-i-4  
 Pledgeship, requirements of ..... E6.02-f-1 & E6.02-f-2

*Discipline*

Discipline of a chapter ..... S7.03 & E7.03-1 through E7.03-3  
 Discipline of a member (expulsion, suspension, etc) ..... S7.01 & E7.01-1 through E7.01-7  
 Financial discipline of a member ..... S7.02 & E7.02-1 through E7.02-3

*Honors to Members and Chapters*

Active chapter awards ..... E8.05-1 through 8.05-6  
 Alumni chapter & individual awards ..... E8.05-7 through 8.05-8  
 International Balfour Award ..... S8.03  
 International Sweetheart Award ..... S8.04  
 Order of Constantine ..... S8.02  
 Significant Sigs ..... S8.01

*Amendments*

Amending the Constitution or Ritual ..... Constitution 6.A through Constitution 6.C  
 Proposing amendments ..... S9.01 through S9.02



# The Governing Laws

## Preamble

We, the members of the Sigma Chi Fraternity, in order to perpetuate our brotherhood, do hereby ordain and establish this Constitution for our government.

## Article I Name

The name of this brotherhood shall be the Sigma Chi Fraternity.

### Statute No. 1 - Insignia

**S1.01** The public motto shall be "*In Hoc Signo Vincet.*"

**S1.02** The colors shall be blue and old gold.

**S1.03** The seal shall be of circular form, around the outer edge of which shall be the name Sigma Chi Fraternity above and the Arabic numerals 1855 below; the central portion shall contain seven stars and a seven-branched candlestick.

**S1.04** The coat-of-arms shall be a Norman shield of blue bearing a white Sigma Chi cross, the shield being surmounted by a scroll in white and blue and a crest of an eagle's head holding a key of gold, the public motto being placed below the shield on a scroll.

**S1.05** The Badge shall be a Sigma Chi cross of gold and of white and black enamel, bearing two chains, crossed keys, an eagle's head, a scroll, clasped hands, seven stars, and the Greek letters which represent "Sigma Chi."

**E1.05-1** Recognition pins or buttons are designed to indicate Sigma Chi membership when a coat is worn. These include small replicas of the Badge, the Coat-of-Arms, and the Sigma Chi Greek letters. They are to be worn only by initiated members, and are to be worn in the upper corner of the left lapel (not at or near the center) approximately one-half inch from each edge.

**S1.06** The Pledge Pin shall be a small Norman shield of blue bearing a white Sigma Chi cross after the form of the similar emblems of the coat-of-arms.

**E1.06-1** The Pledge Pin is to be worn by the pledge at all times when suitably dressed. With a suit or sport coat, it is worn on the lapel, in the buttonhole of the left lapel or as close thereto as is practical. When a coat is not worn it is placed on the left side of the shirt front, between the pocket and buttonhole and generally over the heart. It is not to be worn tilted or at an angle, and is not worn on a "T-shirt," sweatshirt or other non-collared shirts. It may be worn on a pullover-type sweater.

**S1.07** The flag shall be rectangular in form, the length being one and one-half times the width, the upper half being blue, the lower half old gold, with a white Sigma Chi cross in the center standing upright and parallel to the two lesser sides.

**S1.08** The flower shall be the white rose.

**S1.09** No person who is not a member of the Fraternity shall be permitted to wear the Badge; provided, that this prohibition shall not apply to the mothers, sisters, wives, daughters, sweethearts, housemothers, or fiancées of members of the Fraternity.

**E1.09-1** The provisions of Statute 1.09 regarding the wearing of the Badge shall also apply to the wearing of any insignia or item bearing the White Cross or the Coat-of-Arms.

**S1.10** Official versions of Fraternity insignia shall be protected by copyright, displayed at General Fraternity Headquarters, and shall not be changed without prior approval of Grand Chapter.

**E1.10-1** The design or representation of the Badge, Coat-of-Arms, Seal, Pledge Pin or Greek letters Sigma Chi shall not be manufactured, created, used or offered for sale by any person, company or firm except as specifically authorized in writing by the Executive Committee, which power to authorize may be delegated to the Licensing Committee. The Executive Director shall maintain a list of authorized persons, companies and firms.

**E1.10-2** Only the Executive Committee may authorize commercial reproduction of the Fraternity's insignia, including the words "Sigma Chi" or "Sig"; any design or representation of the Badge, Coat of Arms, Seal, Pledge Button, Flag, or the Greek Letters of Sigma Chi, which power to authorize may be delegated by the Executive Committee to the Licensing Committee. Anyone wishing to acquire merchandise bearing any insignia of the Fraternity shall obtain those items only from vendors which are currently authorized to produce or market official Sigma Chi merchandise. Active chapters may utilize local commercial firms to produce material for their own chapter needs from time to time so long as such material is pre-approved. Prior to ordering such material, the chapter shall obtain approval from the Executive Committee, the Licensing Committee, or any Headquarters staff person assigned to supervise the quality of the Fraternity's merchandise, which approval or disapproval is to be determined promptly upon submission by the chapter of the name and address of the proposed vendor and submission



of the description of the merchandise to be ordered, including a complete sample of the text or art to be utilized. The Executive Committee, the Licensing Committee and the Headquarters staff persons assigned to monitor the quality of Sigma Chi merchandise shall not approve any text or design which casts the Fraternity in a negative light or is otherwise contrary to the ideals of the Fraternity, specifically including, but not limited to any materials deemed to glorify alcohol or illegal substance use, or any materials considered to be sexist or demeaning of women, minorities or other person(s).

**E1.10-3** The official colors of the Fraternity Blue and Old Gold shall be designated to match the following: Blue--PMS 299U or 299C, Gold--PMS 122U or 122C, and Metallic Gold--PMS 874U. Only these colors are to be used in printing of the Fraternity Coat of Arms, and shall be required in printing processes employed by licensed vendors of the Fraternity in printing the Coat of Arms. On the Fraternity Membership Certificate, Life Loyal Sig Certificate, Grand Consul Citation, Certificate of Appreciation and Significant Sig Award, the Coat of Arms shall be printed by engraved die using the above colors. In the manufacture of the official flag and in reproduction of the Coat of Arms, licensed vendors shall match the above colors as closely as possible.

## Article II Purpose

The purpose of this Fraternity shall be to cultivate and maintain the high ideals of friendship, justice and learning upon which Sigma Chi was founded.

### Statute No. 2 - Ritual

**S2.01** The Ritual and Ritualistic Statutes shall be entrusted to the Executive Director for safekeeping and no person shall make transcriptions thereof either in whole or in part, except upon specific authorization of the Grand Consul. Copies of the Ritual and Ritualistic Statutes shall be supplied by the Executive Director on the order of the Executive Committee. Title to all copies of the Ritual and Ritualistic Statutes shall always remain in the Fraternity. The Executive Director shall maintain a careful record of all copies of the Ritual and Ritualistic Statutes distributed and is authorized to demand and obtain surrender and return of said copies at any time.

**E2.01-1** Any performance or presentation of all or any portion of the Ritual, excluding the Ritual for Special Occasions, shall be conducted only in the presence or view of members of the Fraternity, except candidates may be present for the purpose of their immediate initiation. Members responsible for the conduct of such ceremony shall insure that adequate security measures are carried out, to insure complete privacy and to maintain the secrecy of the Ritual, and such members shall provide such assurances of same as may be requested by the Executive Committee.

**S2.02** The Executive Director shall maintain a record of every proposed change to the Ritual or Ritualistic Statutes. A record shall be kept of the date any proposed change was submitted by mail or in person to the membership for approval, of how each chapter votes or if they do not submit a ballot, of the exact results of the voting, and showing the status of all chapters at the time of the vote and which chapters were entitled to vote. These records shall be kept in perpetuity and may only be destroyed upon explicit approval from the Grand Council or Grand Chapter.

## Article III Membership

The members of this Fraternity shall be those male persons who have been duly initiated into the Fraternity.

### Statute No. 3 - Membership

#### A. Designations

**S3.01** A person who has been duly initiated by an active chapter of the Fraternity shall thereafter be a member of that chapter, as well as a member of the Fraternity.

**E3.01-1** The fraternal grip is to be used only by initiated members of the Fraternity.

**S3.02** A member of any chapter may, upon enrollment as a student at another institution, become an affiliate member of a chapter at that institution under conditions set forth in the bylaws of the latter chapter.

**S3.03** The designation active member shall apply to any member who is enrolled as an undergraduate student at an institution at which an active chapter is chartered, and who is either a member or an affiliate member of the chapter. A graduate student who is otherwise eligible for active membership shall be designated an active member at his request.

**S3.04** The designation alumnus member shall apply to any member who is not an active member.

**E3.04-1** At the discretion of the Executive Committee an Alumni Review Board may be appointed with the intent of reviewing an active chapter's membership. The Executive Committee may, upon recommendation from the Alumni Review Board, place members on Alumni Status. Undergraduate members placed on Alumni Status will remain in good standing with the Fraternity, but will not be allowed to participate in active chapter activities. Chapter activities may be defined by the Executive Committee, but in general would include, but not be limited to: chapter meetings, social events and intramural activities.



**S3.05** The designation Life Loyal Sig, or Life Member, shall apply to any member who has paid, or is currently paying by installment, the Life Membership fee.

**S3.06** The designation active alumnus member shall apply to any alumnus member who is an active member of a General Fraternity alumni program, such as The Life Loyal Sig or Alumni Program.

## B. Eligibility

**S3.07** Except as provided in Section 3.08 and 3.08.1, each person initiated into membership in the Fraternity shall, at the time of his initiation,

- a. Be a bona fide male student in good academic standing at the institution specified in the charter of the initiating chapter, not enrolled for the sole purpose of establishing membership eligibility, unless his pledgeship was interrupted by military service, or other circumstances as deemed acceptable by the Executive Committee, upon request of the initiating and pledging undergraduate chapter;
- b. Not be or have been a member of any other fraternity of like character, except as specifically approved by the Executive Committee;
- c. Be judged to meet the Standards of Membership set forth by Founder Isaac M. Jordan, namely, that no man shall be admitted to membership who is not believed to be a man of good character, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, and having a high sense of honor and a deep sense of personal responsibility; and
- d. Have satisfactorily completed the chapter's program of pledgeship, including the official Fraternity examination.

**E3.07-1** Each active chapter shall, with the approval of the Grand Praetor, adopt a by-law or by-laws stating the chapter's criteria for declaring a student to be scholastically eligible for pledging and for declaring a pledge to be scholastically eligible for initiation. The criteria shall include any scholastic requirement for pledging or initiation imposed by the university or college at which the chapter is located.

**E3.07-2** To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.50 on a 4.0 scale or have a GPA at or above the all-men's average at the host institution specified in the charter of the initiating chapter. If the student, at the time of pledging, is a freshman who has not yet received college grades, then he must have attained one of the following academic standards: 1) graduated in the top twenty-five (25) percent of his high school (or equivalent) graduating class or 2) must have a minimum high school GPA of 3.0. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards. The recruitment committee should interview all candidates with the help of the scholarship chairman to explain Sigma Chi's academic requirements before extending bids to these students.

**E3.07-3** To be eligible for initiation, a pledge must (i) have attained an accumulated scholastic grade point average of at least 2.5 on a 4.0 scale or have a GPA at or above the all-men's average at the host institution specified in the charter of the initiating chapter; (ii) be paid up and current in all financial obligations to the chapter and Fraternity, including any chapter dues as well as chapter and General Fraternity Pledging and Initiation fees; and (iii) must pass the General Fraternity official Pledge Examination during a closed book exam with a score of seventy-five (75) percent or better, as determined by the Grand Praetor. A pledge receiving a lower score may take the exam a second time prior to the scheduled initiation only if authorized by his Magister and the Chapter Advisor due to extenuating or aggravated circumstances. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards.

**E3.07-4** All chapters must achieve, for each grading term in the academic year, a composite grade point average (for brothers and pledges combined) of a 2.75 on a scale of 4.0 (or the equivalent on another grading scale) or be above the institution's undergraduate all men's average, whichever is lower. For those chapters whose host institutions do not employ an equivalent numerical grading system, the chapter must achieve, for each grading term in the academic year, a composite average (for brothers and pledges combined) greater than that mandated for graduation from the host institution in the charter.

**S3.08** The alumni of any group which is granted a Charter under the provisions of Section 4.03 may, if otherwise eligible, be initiated into membership in the Fraternity at the time of installation or subsequent thereto; provided that the Executive Committee shall have given prior written approval of each such initiate.

**S3.08.1** A chapter may initiate any male who is not currently a student at the institution where the initiating chapter is located, but who is otherwise qualified for membership and who is deemed worthy of membership in Sigma Chi with the approval of the General Fraternity's Executive Committee, and provided that he meets the qualifications set forth in Section 3.07(b) and 3.07(c), and further provided that he has not previously been found unsuitable for membership by an undergraduate chapter. The request for such initiation should be received by the Executive Committee at least 60 days prior to the proposed initiation unless the time period is waived by the Executive Committee.

**S3.09** The foregoing criteria shall not be construed as conferring a right to membership on any person.

## C. Procedures



**S3.10** A candidate for membership shall be pledged, i.e., accepted into the pledgship program of an active chapter, only upon formal approval of not less than ninety (90) percent of the active members present and voting at a regular or special meeting of the chapter. Pledgship shall begin with the Formal Pledge Ceremony.

**S3.11** The pledging of each candidate shall be promptly reported to the Executive Director.

**E3.11-1** Within ten (10) days of the Formal Pledge Ceremony, each active chapter shall submit to the Headquarters completed pledge forms, as may be prescribed by the Executive Committee, together with a check payable to the Fraternity covering the current pledge fees for each person pledged, provided that upon written notice of the Grand Praetor to the Executive Director such forms, for the chapters within his province, shall be forwarded directly to the Grand Praetor.

**S3.12** Pledgship shall be terminated only by the candidate's initiation, by agreement between the candidate and the chapter, or by a vote of not less than 20 percent of the active members present and voting at a regular or special meeting of the chapter, unless the chapter bylaws prescribe some higher percentage.

**S3.13** Prior to his initiation, each candidate's eligibility under Section 3.07 shall be affirmed by:

- a. A formal vote of final approval by not less than 80 percent of the active members present and voting at a regular or special meeting of the chapter, and
- b. The tacit approval of the Grand Consul, who shall disapprove only for a stated cause based on the provisions of Section 3.07.

**S3.14** The initiation of each candidate shall be promptly reported to the Executive Director.

**E3.14-1** Not later than twenty-one (21) days prior to a proposed date of initiation, each active chapter shall submit to its Grand Praetor completed Report of Initiation forms. No chapter shall conduct an initiation without the prior approval of its Grand Praetor. The initiation form shall provide a space for a university official to verify that the men listed on the form are eligible for initiation into Sigma Chi, in accordance with the regulations of the institution. The initiation form shall also provide a space for the Consul, Magister, and Chapter Advisor to verify that the men listed on the form as being proposed for initiation are scholastically eligible for initiation, as prescribed by the Sigma Chi Executive Committee.

**E3.14-2** Immediately following each Initiation, each active chapter shall submit to the Headquarters the Report of Initiation on the forms prescribed by the Executive Committee, together with a check payable to the Fraternity covering the current initiation fees for each person initiated, provided that upon written notice of the Grand Praetor to the Executive Director such forms, for the chapters within his province, shall be forwarded directly to the Grand Praetor.

**E3.14-3** If the forms and fees, as specified in Executive Committee Regulations 3.11-1 and 3.14-2, are not received as provided in said Regulations, the Executive Committee shall invoke the provisions of Statute 7.03 and the applicable Executive Committee Regulations.

**S3.15** Each initiate shall receive an initiation badge, a certificate of membership, and such other items as the Executive Committee may determine.

**S3.16** The Executive Committee shall summarily nullify the initiation of any person who was not eligible therefore under Section 3.07 or 3.08 and may similarly nullify the initiation of any person who was not pledged and initiated in accordance with Sections 3.10 through 3.14.

**S3.17** The Executive Committee may, under such conditions as it elects to impose, reinstate a suspended or expelled member or designate any active member an alumni member.

**E3.17-1** Consideration of reinstatement of a member suspended or expelled from membership for reasons other than financial delinquency will be conditioned upon the recommendation of the active chapter, if any, or alumni which had proposed his suspension or expulsion.

**E3.17-2** The reinstatement of any member shall be published as soon as practicable in *The Sigma Chi Bulletin*, unless otherwise directed by the Executive Committee.

#### D. Responsibilities

**S3.18** Each member shall be responsible to the Fraternity and to his own good conscience for his observance of:

- a. The oath and obligation taken at the time of his initiation;
- b. The Governing Laws of the Fraternity and, when applicable, the bylaws of a chapter;
- c. The lawful decisions and orders of the Grand Consul and of any regularly constituted body of the Fraternity;
- d. The laws of the land;
- e. The laws, rules and regulations, when applicable, of the institution at which a chapter is located; and
- f. A personal code of ethics which shall preclude any conduct prejudicial to good order and discipline or unbecoming a member of the Fraternity within the meaning of its laws.



**S3.19** Each member shall faithfully discharge his financial obligations to the Fraternity and to any chapter thereof.

**S3.20** Alumni members, when on the premises of an active chapter, shall be subject to the bylaws of the chapter.

## Article IV Organization

**A. Chapters.** The Fraternity shall establish and maintain active and alumni chapters.

### Statute No. 4 - Organization

**S4.01** A Chapter shall be an established and identifiable association of members perpetuating itself and holding at the pleasure of the Fraternity a duly-issued charter.

**S4.02** The designation active chapter shall apply and refer to any chapter duly chartered at, and associated by charter with, an institution of higher learning.

**S4.03** The following procedures shall apply to the chartering and rechartering of active chapters:

**a.** The New Chapter Development Committee shall investigate, on a continuing, informal basis, the desirability of establishing active chapters; and shall under the direction of the Executive Committee initiate, direct, and assist in action leading to such establishment when the circumstances so warrant in accordance with policies approved by the Executive Committee.

**b.** The chartering of a new active chapter shall be conducted under the direction of the New Chapter Development Committee in accordance with the policies approved by the Executive Committee.

**E4.03-1** A New Chapter Development Committee shall be composed of nine members, three of whom shall be alumnus members appointed by each newly elected Grand Consul for a four year term to begin ninety (90) days following each Grand Chapter, two of whom shall be undergraduates or recent products of the NCDC process and shall be appointed by each newly elected Grand Consul for a one year term ending with the appointment of his successor, and one of whom shall be appointed by the Grand Consul to act as chairman and hold office at the pleasure of the Grand Consul. All such appointments shall be made only with the advice and consent of the Executive Committee. Expenses shall be reimbursed by the Fraternity under guidelines established by the Executive Committee. The following procedures, in addition to the provisions of Statute 4.03 and ECR 4.03-1, shall apply to the preparation, petitioning and chartering of a new active chapter:

**a.** Expansion efforts shall be directed by the New Chapter Development Committee under the guidelines set forth by the Executive Committee in the Fraternity's publications "Expansion Policies and Petitioning Procedures" and "Reactivation Procedures and Guidelines."

**b.** A Declaration of Intent submitted by a local fraternity seeking a Sigma Chi charter shall be accompanied by a non-refundable processing fee of \$500.00.

**c.** The Declaration of Intent will be considered for acceptance by the Executive Committee if it is submitted in complete and accurate form. Acceptance of the Declaration by the Executive Committee formally recognizes the group as a "Colony."

**d.** A "Colony" assumes those obligations to the Fraternity outlined in the Expansion Policies and Petitioning Procedures including:

**i.** The payment of:

**a.** Pledge Fees (Statute 5.05) by each pledge member of the Colony from the time of acceptance of the Declaration of Intent by the Executive Committee

**b.** Initiation Fee (Statute 5.06) prior to initiation and Member Fees (Statute 5.07) following the initiation, as currently required of the active members of the Fraternity.

**ii.** Fulfilling the requirements set forth for undergraduate chapters in ECR 6.02-i-4

**e.** Upon receipt of a recommendation of approval from The New Chapter Development Committee of the Formal Petition of the Colony, along with the material provided in Statute 4.03-d, the Executive Committee may authorize an official call for vote on the petition. Thereupon the Executive Director shall cause such material to be printed in The Sigma Chi Bulletin. Such publication shall be at least 60 days prior to the Grand Chapter at which the vote is to be taken, or, in the event of a vote by mail or via electronic means, the publication shall occur no later than the call for vote. Ballots recording the vote shall be returned to the Executive Director and be valid only if recorded electronically or postmarked within the forty-five (45) day period from the date the official call for vote is announced.

**S4.04** Alumni Chapters, Alumni Associations, and Alumni Clubs shall be those groups of alumni members duly chartered as such by the Executive Committee.

**a.** An Alumni Association may be chartered only upon the petition of not fewer than ten (10) active alumni members residing in reasonable proximity.

**b.** An Alumni Chapter may be chartered only upon the petition of not fewer than ten (10) active alumni members of an alumni association which has been chartered for not less than one year.

**c.** An Alumni Club may be chartered only upon the petition of not fewer than seven (7) alumni members residing in reasonable proximity. The petition shall consist of an annual report. An Alumni Club may not become an Alumni Chapter without first becoming an Alumni Association, remaining in good standing as an Alumni Association for at least one year, and complying with all pertinent Governing Laws of the Fraternity.



**E4.04-1** Alumni Chapters and Alumni Associations shall be named for their locale, specifically a city, village, or geographic area, and not a specific chapter or college/university.

**S4.05** The Executive Committee shall be empowered, under such conditions as it may elect to impose, to accept the voluntary surrender of a charter by any chapter, and to restore a suspended chapter or surrendered charter to good standing.

**E4.05-1** Alumni Chapters whose charters have been suspended for failure to comply with Statute 6.03 may only be restored to good standing upon the submission and acceptance of evidence that the chapter has met the requirements of Statute 6.03 for the previous 12 months.

**B. Grand Chapter.** The supreme legislative power of the Fraternity shall be vested in the Grand Chapter.

1. The members, each of whom shall have one vote, shall be:
  - a. A delegate elected by and from the active members of each undergraduate chapter in good standing;
  - b. A delegate elected by and from each alumni chapter in good standing;
  - c. The several Past Grand Consuls, and
  - d. The Grand Consul.
2. The business of the Grand Chapter shall be transacted at regular biennial and at special meetings, over each of which the Grand Consul shall preside. There shall be no proxies at sessions of the Grand Chapter.
3. At each regular meeting, the Grand Chapter shall elect the following for terms to commence at the conclusion of such meeting:
  - a. A Grand Consul, who shall be the Chief Executive Officer of the Fraternity and shall also be empowered to interpret, construe and enforce the Constitution, Ritual and Ritualistic Statutes, Statutes and Regulations of the Fraternity;
  - b. A Grand Pro Consul;
  - c. A Grand Quaestor;
  - d. A Grand Tribune;
  - e. A Grand Historian; and
  - f. Three alumni members of the Executive Committee, one of whom shall be a Grand Praetor elected by majority vote of the Grand Praetors who will be in office immediately following the conclusion of such meeting, one of whom shall be a Grand Trustee elected by majority vote of the Grand Trustees who will be in office immediately following the conclusion of such meeting, and one of whom shall be elected by majority vote of the Alumni Chapter delegates.

**S4.06** The Grand Chapter shall convene (i) regularly every other year at a time and place determined by the Executive Committee and made known at least sixty (60) days in advance, unless for good reason the Executive Committee deems a meeting inadvisable, and (ii) specially at a time and place determined by the Executive Committee upon not less than fifteen (15) days notice to the chapters in good standing.

**S4.07** The meetings shall be conducted by the Grand Consul according to Robert's Rules of Order, Revised.

**S4.08** A quorum shall consist of duly certified and registered delegates from a majority of the chapters, active and alumni.

**E4.08-1** In connection with the certification of delegates to the Grand Chapter, the following shall apply:

- a. Each active and alumni chapter in good standing may elect alternate delegates to the Grand Chapter, to act in the absence of its delegate as its representative in the Grand Chapter, but no chapter shall be entitled to more than one vote.
- b. To be duly certified, delegates and alternates of each active and alumni chapter must hold credentials, executed by the presiding and recording officers of the chapter represented, giving authority for such representation, and must have been active members of said active or alumni chapter within the period of ninety (90) days preceding the Grand Chapter.
- c. No delegate shall represent more than one chapter. An undergraduate is ineligible to be the delegate or alternate of an alumni chapter, and, except in situations of a senior graduating within ninety (90) days preceding the Grand Chapter, an alumnus is ineligible to be the delegate or alternate of an active chapter.

**S4.09** The Executive Director shall be secretary of the Grand Chapter and shall maintain minutes of the sessions.

**S4.10** Except as otherwise provided in the Constitution or these Statutes, action of the Grand Chapter shall be by a majority of those duly certified and registered delegates voting.

**S4.11** A travel allowance shall be paid to each delegate elected by and from the active members of active chapters in an amount and according to procedures determined by the Executive Committee.

**E4.11-1** Each active chapter whose delegate or alternate is in attendance shall receive a travel allowance computed on the basis of eight (8) cents per mile for the first 1,000 miles and ten (10) cents per mile for each mile thereafter for the distance from the active chapter to the Grand Chapter and return. The travel allowance check will be payable to the active chapter, and be



available at or after the conclusion of the Grand Chapter provided the delegate or alternate is in attendance at all official sessions of the Grand Chapter.

**S4.12** Not less than ninety (90) days before each regular meeting of the Grand Chapter, the Grand Consul shall appoint a Nominating Committee composed of two Past Grand Consuls, to be selected by the Past Grand Consuls; two Grand Trustees to be selected by the Grand Trustees; two Grand Praetors to be selected by the Grand Praetors; the two most recent International Balfour Award winners who are available to serve; and two other members, at least one of whom shall be an undergraduate. The Grand Consul shall designate the chairman and secretary. The membership of the Nominating Committee shall be published in *The Magazine of Sigma Chi* or *The Sigma Chi Bulletin* as expeditiously as possible after such appointment. The report of the Nominating Committee shall not preclude nominations from the floor of the Grand Chapter. If the name of a member of the Nominating Committee has been placed before the committee for an office not currently held by the member, he shall withdraw from consideration or resign from the committee. The Nominating Committee shall not consider the active undergraduate Executive Committee positions in its deliberations; however, each candidate for these positions must secure the declared support of a minimum of five percent of the active chapters.

**E4.12-1** The election process for the positions of undergraduate representatives to the Executive Committee shall take place during a caucus of active chapters at the Grand Chapter, or undergraduate province delegates to the Grand Council. The caucus shall be conducted according to Robert's Rules or Order, Revised, and be chaired by the senior International Balfour Award winner currently serving on the Executive Committee or, in the event of his unavailability, by the most recent International Balfour Award winner available to serve in this capacity.

**E4.12-2** If fewer than two (2) candidates have fulfilled the requirements of eligibility as stipulated in Statute 4.12 prior to the calling to order of the Grand Chapter or Grand Council as the case may be, the undergraduate caucus may consider nominees from the floor, providing those nominees secure written approval of five percent of the active chapter delegates in attendance. The candidate need not be present to be eligible for election, provided he meets all other eligibility requirements.

**E4.12-3** Undergraduate elections at Grand Chapter and Grand Council will proceed according to rules that are adopted by the Grand Chapter and Grand Council at the opening of each meeting. Sample undergraduate election rules will be made available in the manner described in Statute 4.22.1 for other sample election rules and procedural rules.

**S4.13** The Grand Consul shall appoint to serve at his pleasure a seven-member Governing Laws Committee, and he shall designate one member as chairman. The committee shall consider and report to the Grand Chapter upon all proposals to amend the Constitution or these Statutes, and to the several active chapters upon all proposals to amend the Ritual. The committee may propose amendments to the Constitution or Statutes on its own motion.

**S4.13.1** Except where otherwise provided in the Constitution or these Statutes, the Grand Consul shall appoint the members of the various committees within ninety (90) days after the adjournment of each regular meeting of the Grand Chapter.

### Duties of Grand Officers

**S4.14** The Grand Consul, in addition to duties prescribed elsewhere in the Constitution and these Statutes and without limitation upon his responsibility and authority as Chief Executive Officer of the Fraternity, shall report on the state of the Fraternity at regular meetings of the Grand Chapter. His expenses shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**E4.14-1** The Grand Consul, with the concurrence of the Executive Committee, may remove from office any Grand Officer, alumni chapter officer or active chapter officer for neglect of duty, malfeasance in office, or other offense against the laws, dignity, or interest of the Fraternity. Should such be considered, the officer being considered for removal shall be informed in writing of such proposed removal and the reasons therefore at least thirty (30) days in advance of such consideration, and shall be given the opportunity to appear before the Executive Committee prior to a decision on his removal. Similar notice and information shall be furnished to the active chapter, the Chapter Advisor and the Grand Praetor where an active chapter officer is being considered for removal.

**E4.14-2** In event the Grand Consul determines there is probable cause to believe an offense stated in Regulation 4.14-1 has occurred and finds that there may be irreparable damage to the Fraternity if such officer continues in such capacity, then the Grand Consul may immediately remove such officer forthwith; provided such officer shall be informed in writing of all grounds for removal. A removed officer may within thirty (30) days of his removal file a written notice with the Executive Director of his intent to appear before the Executive Committee at its next regular meeting to request reinstatement and the Executive Committee shall provide a reasonable time for such officer to be heard. Upon review, the Executive Committee shall issue a ruling either endorsing or overturning the Grand Consul's action, retroactive to the date of removal of the officer. The decision of the Executive Committee shall be subject to review, and either endorsement or overruling, at the following Grand Council or Grand Chapter. Failure to appeal to the Executive Committee within thirty (30) days will constitute a waiver of any right to appeal the decision. On further petition of the removed officer or the Grand Consul the action of the Executive Committee shall be reviewed by the next session of the Grand Council or Grand Chapter, and shall include a complete public review of the facts as presented to the Executive Committee.

**S4.15** The Grand Pro Consul shall assist the Grand Consul in the performance of his duties. His expenses shall be paid by the Fraternity according to procedures determined by the Executive Committee.



**S4.16** The Grand Quaestor shall (i) act as treasurer of the Fraternity and controller of its funds, (ii) be one of a group authorized by the Executive Committee of whom any two persons may together sign and issue checks and drafts upon Fraternity funds, and (iii) prepare and deliver budget and financial reports as directed by the Executive Committee. His expenses shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**S4.17** Each Grand Praetor shall file annually with the Executive Director a report of the activities and status of each chapter in his Province after having made an official visit to the chapter. He shall convene at least once in each year a meeting of representatives of all chapters in his Province and file a report thereof with the Executive Director. He shall appoint to serve at his pleasure a Chapter Advisor or Advisors for each active chapter in his Province to assist him in the performance of his duties in supervising such chapter. He shall designate an undergraduate member of the Grand Council in accordance with the provisions of Section 4.23. The expenses of the Grand Praetor, and of the Praetorial college to meet once each year exclusive of and in addition to any meeting at Grand Chapter, Grand Council or Leadership Training Workshop, shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**E4.17-1** Each Grand Praetor and each Chapter Advisor is expected to attend the next session of the Leadership Training Workshop following his appointment. Expenses shall be reimbursed by the Fraternity under guidelines established by the Executive Committee and the Leadership Training Board, provided the Grand Praetor or Chapter Advisor is in attendance for the complete Workshop program.

**E4.17-2** The Grand Consul may appoint an Assistant Grand Praetor in any Province, with the concurrence of the Executive Committee. An Assistant Grand Praetor shall have such powers and duties as authorized in his appointment; however, he shall not be a member of the Grand Council.

**S4.18** The Grand Tribune shall be the spiritual and fellowship advisor of the Fraternity. He shall encourage and promote the attainment by members of the Virtues upon which the Fraternity was founded. He shall report to regular meetings of the Grand Chapter. His expenses shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**S4.19** The Grand Historian shall maintain the archives and other documents and objects of historical significance to the Fraternity and, as appropriate and from time to time, shall author a history of the Fraternity and biographies of its significant members. His expenses shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**S4.20** The Grand Trustees shall be responsible for liaison with each corporation, trustee, individual, association or other person holding any property or any interest in any property for chapter house purposes or for the benefit of any particular chapter; shall from time to time report to and advise the Executive Committee with respect thereto; and shall perform such other functions as shall from time to time be prescribed by the Executive Committee. The expenses of the Grand Trustees shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**C. Grand Praetors.** The several chapters of the Fraternity shall be apportioned into Provinces by the Executive Committee. For each such Province there shall be a Grand Praetor who shall be (i) nominated at each regular meeting of the Grand Chapter by one or more of the delegates elected by the active chapters in the Province and (ii) elected by the Grand Chapter. The Grand Praetor shall advise the chapters in the Province, and shall be empowered to enforce therein the Constitution, Statutes, Ritual and Regulations of the Fraternity. The Grand Praetors collectively shall be known as the Praetorial College. They shall elect from among their number at each regular meeting of the Grand Chapter a chairman who shall be known as the Dean of the Praetorial College. Any vacancy in the office of Dean shall be filled only by an election held from within the Praetorial College.

**D. Grand Trustees.** There shall be 18 Grand Trustees, six to be elected for six-year terms at each regular meeting of the Grand Chapter.

**E. Executive Committee.** The business and affairs of the Fraternity shall be conducted by an Executive Committee composed of the following, none of whom shall be an employee of the Fraternity:

1. The Grand Consul, who shall be Chairman, the Grand Pro Consul, the Immediate Past Grand Consul, the Grand Quaestor, and the three alumni members elected by the Grand Chapter;
2. The two most recent winners of the International Balfour Award who are able to serve, to be appointed each year by the Grand Consul immediately following announcement of that year's winner; and
3. Two current active undergraduate members of the Fraternity, to be elected by the undergraduate members of the Grand Council at its biennial meeting, and by the active chapter delegates to the Grand Chapter at its biennial meeting. Each such member shall have at least one year of active undergraduate membership remaining at the time of his election, and shall serve for one year or until his replacement is duly elected.

**S4.21** The Executive Committee shall meet at least four times each year and, upon reasonable notice from the Chairman, at such other times as may be necessary. A majority of the members shall constitute a quorum, and action shall be by a majority of members voting. The expenses of the Executive Committee members shall be paid by the Fraternity.

**E4.21-1** The Grand Consul shall invite the chairman of the Board of Governors of the Sigma Chi Foundation to attend and participate without vote in each meeting of the Executive Committee. The expenses of the chairman or his designee shall not be reimbursed by the Fraternity.



**S4.22** Without limiting the generality of the executive power vested in the Executive Committee to conduct the business and affairs of the Fraternity, and in addition to those duties mentioned elsewhere in the Constitution or these Statutes, the Executive Committee shall have the responsibility and authority to:

- a. Determine the time and place of regular and special meetings of the Grand Chapter;
- b. Employ an Executive Director, who shall (i) administer the Fraternity; (ii) employ and supervise members of the Headquarters Staff and clerical personnel; (iii) act as secretary of the Grand Chapter and the Executive Committee; (iv) maintain the Seal, unissued copies of the Ritual and a compilation of the Governing Laws; (v) maintain an accurate roll of members; (vi) assist the Grand Quaestor and maintain the accounts of the Fraternity; and (vii) perform such other duties as are specifically assigned to him by the Executive Committee;
- c. Direct the payment of such expenses incurred by officers, boards, committees and members in the performance of Fraternity business as it shall deem required by the Constitution, these Statutes, or the best interests of the Fraternity;
- d. Cause the accounts of the Fraternity to be audited at least annually by a firm of independent certified public accountants;
- e. Administer and invest the endowment and trust funds of the Fraternity, and for this purpose employ competent professional advisors and counselors;
- f. Keep and maintain fidelity bonds upon all members and employees having control over Fraternity funds and property, and such casualty and liability insurance as it shall deem best for the Fraternity;
- g. Establish procedures for certifying delegates to meetings of the Grand Chapter;
- h. Authorize several persons, any two of whom together may sign and issue checks and drafts upon Fraternity funds;
- i. Establish regulations for the use of the insignia;
- j. Verify annually the status of alumni chapters;
- k. Determine the amount and payment of dues, fees and other financial obligations of members save as same may be determined specifically by the Statutes;
- l. Supervise the publication and distribution of *The Magazine of Sigma Chi* and *The Sigma Chi Bulletin*; and
- m. Establish committees consisting of members of the Fraternity and delegate to such committees such matters as it may from time to time determine.

**S4.22.1** In order to allow members to better prepare for Grand Chapter and Grand Council, the Standard Operating Procedures and/or the headquarters website will include *Sample Procedural Rules for Grand Council*, *Sample Procedural Rules for Grand Chapter* and *Sample Procedural Rules for Elections* at Grand Chapter and Grand Council. Each Grand Chapter or Grand Council will adopt its own rules, but if the proposed rules deviate from the Sample Rules, that deviation must be pointed out to the members prior to adoption. The three Sample Procedural Rules will be approved by the Executive Committee.

**F. Grand Council.** There shall be a Grand Council which shall consider and advise upon present and proposed policies of the Fraternity, and shall have power to enact, amend or repeal the Statutes. The Grand Council shall consist of the members of the Executive Committee, the several Past Grand Consuls, the Grand Tribune, the Grand Historian, the several Grand Praetors, the several Grand Trustees, one undergraduate to be designated by each Grand Praetor, and such others as may be prescribed by Statute. The Grand Council shall meet biennially and in the year in which no regular meeting of the Grand Chapter is held, at a time and place to be fixed by the Executive Committee, and shall be presided over by the Grand Pro Consul. The Executive Committee may call a special meeting of the Grand Council at any time on not less than thirty (30) days notice to the members thereof to be held at a time and place to be determined by the Executive Committee.

**S4.23** Each Grand Praetor shall be required to invite in writing each of the active chapters in his Province to submit the name of an undergraduate member of such chapter for consideration as the undergraduate to be designated by such Grand Praetor as a member of the Grand Council at its next meeting.

**S4.23.1** There shall be an Agenda Committee for each regular meeting of the Grand Council composed of the Grand Pro Consul, who shall be the Chairman, two members nominated by a majority vote of the Grand Praetors, two members nominated by a majority vote of the Grand Trustees, two undergraduate members appointed by the Grand Consul, and one Past Grand Consul to be selected by the Past Grand Consuls. This committee shall be constituted within (90) days following the termination of each regular meeting of the Grand Chapter. The duties of this committee are to confer and set the agenda of such meeting of the Grand Council and after consultation with the Executive Committee to cause such agenda to be mailed to each member of the Grand Council at as early a date as possible and in any event not less than ninety (90) days prior to the date upon which such meeting is to commence.

**S4.23.2** Each regular meeting of the Grand Council shall be conducted according to Roberts Rules of Order, Revised, and shall continue for not less than twelve hours in total in order to permit adequate opportunity for examination, discussion, and action upon resolutions and reports.

**E4.23.2-1** A majority of the members of the Grand Council shall constitute a quorum at all sessions of the Grand Council.

**S4.23.3** The expenses of the members of the Agenda Committee, in attending a meeting thereof, shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**S4.24** The expenses of each undergraduate member of the Grand Council shall be paid by the Fraternity.

**E4.24-1** The undergraduate members of the Grand Council shall serve a one year term from the first day of February of each year, unless an alternate term of service is authorized by the Grand Consul. A duly-appointed undergraduate member may be reappointed for a second term, subject to the provisions of Statute 4.23.



**G. Sigma Chi Corporation.** There shall be a corporation, not for profit, to be known as the Sigma Chi Corporation, which shall be subject to the enactment of the Grand Chapter. The members of the Sigma Chi Corporation shall be the members of the Executive Committee, the several Grand Officers, and the several Past Grand Consuls; the Directors shall be the members of the Executive Committee; and the officers shall be a Chairman, a Vice Chairman, a President, a Secretary, and a Treasurer.

**H. Endowment Funds.** The trustees of each of the several endowment funds, which are trust funds in perpetuity, shall be the individual members of the Executive Committee as constituted from time to time.

**I. Vacancies.** Unless otherwise specified by Statute, all vacancies shall be filled by appointment by the Grand Consul, with the advice and consent of the Executive Committee. In the event of a vacancy in the office of Grand Consul, the Grand Pro Consul shall become Grand Consul for the unexpired term.

### Leadership Training Board

**S4.25** There shall be a Leadership Training Board of eleven (11) members, four of whom shall be alumni members appointed by each newly elected Grand Consul for four-year terms, two of whom shall be undergraduate members appointed by the Grand Consul for one-year terms to begin within thirty days after each session of the annual Leadership Training Workshop, and one of whom shall be an alumnus member appointed by the Grand Consul to act as chairman and hold office at the pleasure of the Grand Consul. All such appointments shall be made only with the advice and consent of the Executive Committee. The expenses of the members of the Leadership Training Board shall be paid by the Fraternity according to procedures determined by the Executive Committee.

**S4.26** The Leadership Training Board shall:

- a. Develop and, with the approval of the Executive Committee, conduct workshops, seminars, clinics, and other programs which will improve the quality of leadership in the Fraternity;
- b. Serve as an advisory board for publication of the pledge manual and supervise publication of a Magister's Manual and such other manuals for training active chapter officers, Chapter Advisors, and alumni chapter officers as the Executive Committee may authorize;
- c. Communicate as directed by the Grand Consul the interpretation of the Ritual endorsed by the Executive Committee; and
- d. Submit through its chairman a report to regular meetings of the Grand Chapter with such recommendations for the good of the Fraternity as it deems appropriate.

**S4.27** The members of the Leadership Training Board shall be ex-officio, non-voting members of the Grand Council.

### Leadership Training Workshop

**E4.24-3** Each active chapter represented at the annual Leadership Training Workshop shall receive a travel reimbursement from the Fraternity for the distance from the location of the chapter to the Workshop location and return. This reimbursement shall be in the form of a check payable to the active chapter within sixty (60) days of the conclusion of the Workshop program, provided all the chapter delegates attended all Workshop sessions.

## Article V Governing Laws

A. The Governing Laws of the Fraternity shall consist of this Constitution, the Ritual and Ritualistic Statutes, the Statutes, and the Regulations of the Executive Committee.

1. The Ritual and Ritualistic Statutes shall contain the secret enactments of the Fraternity and shall have equal force and effect with this Constitution.
2. The Statutes shall supplement the Constitution and Ritual.
3. Regulations to implement the Constitution, Ritual and Ritualistic Statutes, and Statutes may be enacted by the Executive Committee and shall be recorded as such.

## Article VI Amendments

A. This Constitution may be amended only at a regular meeting of the Grand Chapter by a three-fourths vote of the members voting on a proposal.

B. With due regard for secrecy, the Executive Committee may at its own initiative, or shall at the request of any five or more active chapters, submit to the active chapters proposed amendments to the Ritual. A three-fourths vote of the active chapters in good standing that cast a vote, provided that not less than two-thirds of the active chapters in good standing cast votes, shall be necessary to amend the Ritual.



C. Regulations adopted by the Executive Committee may be amended by a majority vote of either the Grand Chapter or the Grand Council, which amendments shall be binding on all subsequent actions of the Executive Committee.

## Constitution Ends

### Statute No. 5 - Property & Finances

#### A. Property

**S5.01** The Sigma Chi Corporation shall have the authority to make contracts and agreements on behalf of the Fraternity in furtherance of the general administration of the Fraternity. The Executive Committee shall determine which Fraternity affiliated entity shall have title to and manage the real and personal property used for the benefit of the Fraternity, thereby assuring more efficient and effective management of assets, more efficient and effective administration of fraternal matters, and effective custody of historical and educational artifacts pertaining to the Fraternity. The Executive Committee shall also be empowered, on behalf of the Fraternity, to enter into such contracts, to buy, lease, license, sell, or otherwise transfer assets or responsibilities as it may determine are necessary for the good organization and efficient operation of the Fraternity. This authority shall be exercised in accord with applicable laws, rules and regulations, and for the best interest of the Fraternity, including but not limited to determining the legal entity which holds, manages and administers the general expense fund, the general endowment fund, various trust funds established for the general benefit of the Fraternity, including any chapter thereof, and any other type of property, real or personal, tangible or intangible.

**S5.02** In the event a chapter becomes inactive for any reason whatsoever, unless pertinent civil law requires otherwise, any property held by that chapter or its housing corporation shall be held subject to the direction and orders of any two members of a Property Committee comprised of the Grand Consul, the President of the house corporation, or if there be no President, a nominee of the chapter, corporation, trustee, individual, association or other person that holds title to the property, and a third member of the Sigma Chi Fraternity elected at a meeting of the alumni of such chapter duly called by any five of such alumni for the purpose of such election on not less than twenty days notice, or their respective delegates, which committee shall determine the use and ultimate disposition of such property or the proceeds thereof.

#### B. Finances (Also see the following: [Grand Quaestor Policy](#))

**S5.03** There shall be a General Expense Fund, to which shall be credited all receipts and from which shall be paid all expenses of the Fraternity, except for receipts and expenses of the General Endowment Fund which shall be credited with all receipts associated with the portion of Life Membership sales required to provide *The Magazine of Sigma Chi* and from which shall be paid all expenses associated with the provision of *The Magazine of Sigma Chi* to Life Members. Investment earnings, gains and losses shall be credited to each fund based upon individual fund invested assets which may be co-mingled for investment purposes.

**E5.03-1** All checks written on behalf of the Fraternity for amounts of more than \$25,000 shall be approved by the Grand Consul, the Grand Pro Consul or the Grand Quaestor before being executed by the Executive Director or other such members of the Headquarters Staff authorized to do so.

**E5.03-2** The Executive Director of the Fraternity shall propose to the Executive Committee, for review and approval, staff compensation, employee benefit plans (including medical, dental, defined contribution and other such plans as well as policies regarding sick leave, vacation and the like) and modifications thereto, including the selection of agents or brokers. The Executive Committee may delegate its review and approval authority to the Budget Committee, or to the Grand Consul, Grand Pro Consul or Grand Quaestor, except that the compensation for the Executive Director shall be set by the Executive Committee as a whole.

**E5.03-3** All contracts obligating the Fraternity (or its related entities) may only be executed by the Executive Director. Contracts in excess of \$25,000 will require approval as outlined in ECR 5.03-1.

**S5.04** There shall be a Student Aid Loan Fund. Costs of administration of this fund shall be paid from the General Expense Fund. The principal of this fund shall be utilized, as prescribed by the Executive Committee, to provide assistance by way of loans or grants for educational purposes to worthy members of the Fraternity. All income from interest earnings and otherwise on this fund's invested assets, which may be co-mingled for investment purposes, shall be credited to the fund.

**E5.04-1** Student Aid Loans, as approved by the Executive Committee or such subcommittee as it may designate, may be made only to students who are members in good standing having completed at least two years of college work. The maximum amount of a loan to a student is \$750 in any one year with a maximum total amount of \$1,500 to a student during undergraduate study. The maximum amount of a loan to a student with respect to a graduate program may not exceed \$1,500 in any one year, with a maximum total amount of \$3,000 during the post graduate study program.



**E5.04-2** Student Aid Loans shall bear interest at a rate determined annually by the Executive Committee, to commence on the first day of the month following the date the student completes, or in any manner terminates, his undergraduate or graduate study. Loans are due and payable on the date interest commences to accrue; but may be repaid in thirty-six (36) equal monthly installments including interest until such loan and accrued interest is fully paid.

### C. Dues and Fees

**S5.05** At the time a candidate for membership is pledged, the chapter shall collect for the Fraternity from the candidate a Pledge Fee of \$100.00. The Pledge Fee shall be transmitted to the Fraternity with the report of pledging, for which the chapter shall receive a copy of the Fraternity pledge manual and a pledge button for the candidate to wear during Pledgeship.

**S5.06** Before a candidate for membership may be initiated, the chapter shall collect for the Fraternity from the candidate an initiation fee of \$200.00. The Initiation Fee shall be submitted to the Fraternity with the Report of Initiation.

**S5.07** For any members initiated between the months of January and June in a given calendar year, the chapter shall transmit \$100 per initiate as a Member Fee by October 15 of that same calendar year and another \$100 by the 15th day of March of the following year. For members initiated between the months of July and December of a given calendar year, the chapter shall transmit \$100 per initiate as a Member Fee by March 15 of the following calendar year and another \$100 by the 15th day of October of that same year. As of the 15th day of March and the 15th day of October in each year, each active chapter shall report to the Fraternity the names of the active members of the chapter.

**E5.07-1** Each active member shall receive a subscription to *The Magazine of Sigma Chi* and *The Sigma Chi Bulletin* for the period covered by such dues payment.

**E5.07-2** Active chapters shall report for all active members including those engaged in some cooperative work-study or off-campus curricular program, including any such program involving study outside the United States or Canada

### D. Investments

#### S5.08 General

- a. There shall be no amortization of premiums nor accumulation of discounts on trust fund investments.
- b. Unless another beneficiary is designated in the making of any specific donation or bequest for the purpose of any of the several endowment funds, the beneficiary of the trusts created in pursuance of the provisions of this Statute shall be the Sigma Chi Corporation or its lawful successor.
- c. The Executive Committee is authorized to incur any expenses incident to the establishment, modification, change and/or maintenance of a trust and/or trusts, or agency or custodian agreements for the several endowment funds, except as is otherwise provided in case of a particular fund or funds and to pay such expenses from the several funds. All direct expenses incurred by the Executive Committee in connection with the income or principal of any of the several endowment funds shall be charged against the income received by the Corporation on account of such funds if same is sufficient, and otherwise against such regular and special accounts as the Executive Committee may direct. All said endowment funds shall be segregated either within one trust, agency or custodian agreement or in separate trust, agency or custodian agreements in such form or forms as may be approved by the Executive Committee.
- d. Investment of the principal of the several endowment funds and current funds, when not otherwise specifically provided by devise or deed of gift, shall be limited to those securities which at the time of purchase qualify as legal investments for trustees under the laws of the State of Illinois and/or Sigma Chi mortgages as defined in sub-paragraph (e) below:
- e. First and second mortgages secured by chapter house property, or secured by real estate and furnishings approved by the Executive Committee, shall be considered proper investments.
- f. All resolutions and acts of the Grand Chapter authorizing, directing or requiring investment or expenditure of any of the funds of the Fraternity shall be mandatory on the Executive Committee only when such resolution or action shall contain specific instructions as to the funds from which such expenditure or investment shall be made and the amount thereof.

**E5.08-1** An undergraduate or alumnus member may obtain a Life Membership in the Fraternity by payment of the rate prescribed from time to time by the Executive Committee. A Life Membership shall include a membership card, lapel pin, certificate, a subscription to *The Magazine of Sigma Chi* in accordance with the type of membership purchased, and other special benefits.

**E5.08-2** Monies received for Life Memberships shall be placed in the General Endowment Fund of the Fraternity and to the General Operating Fund as determined by the Executive Committee.

**E5.08-3** A membership in the Alumni Program of Sigma Chi will be at the rate prescribed from time to time by the Executive Committee and shall provide recognition as an active alumnus. The Alumni Program rate shall be \$25 for one year, \$42 for two years, and \$59 for three years.

**E5.08-4** An Investment Committee shall be appointed to monitor, review and regularly report on the invested assets of all funds held by the Sigma Chi Corporation including the General, Student Aid, Endowment and such others as may be created. The committee shall make recommendations regarding these assets to the Executive Committee as may be required. The Investment Committee shall meet from time to time and be composed of the Grand Pro Consul, the Grand Quaestor (who



shall serve as Chairman), and three alumni appointed by the Grand Consul, one of whom shall be a Grand Trustee, one of whom shall be a Grand Praetor, and one of whom shall be another member of the Grand Council.

### S5.09 General Endowment Fund

- a. The General Endowment Fund shall be a permanent fund to promote the general purposes of the Fraternity.
- b. The income received by the Corporation on account of the General Endowment Fund shall be credited to that Fund. Surplus cash of the General Endowment Fund may be invested in such investments as are permitted by Statute. Custody and control of cash balances and invested assets shall be under the control of the Executive Committee.

**E5.09-1** Application forms for a loan of Fraternity funds or for the Fraternity's guarantee of a mortgage for the purpose of building or improving a chapter house may be obtained from Constantine Capital, Inc.

### E. Prohibition on Solicitation

**S5.10** No member of the Sigma Chi Fraternity, officers, group, committee, chapter, commission or affiliated entity thereof shall circularize the Fraternity, its chapters or membership for the purpose of soliciting money without having first obtained permission from the Executive Committee, pursuant to a properly authorized license agreement approved by the Fraternity's Licensing Committee. This prohibition does not apply to solicitations by one or more active or alumni chapters, alumni associations or house corporations only among the membership thereof for the purposes of obtaining contributions or dues for the benefit of one or more such entities.

### Statute No. 6 - Chapter Operation

**S6.01** The members and officers of each chapter shall collectively discharge the responsibilities set forth in Statute 3.18.

**E6.01-1** No active chapter shall conduct or allow to occur any event, activity or behavior which could be regarded as disrespectful of any minority group or women. Prohibitions include but are not limited to disrespectful skits, parodies, songs, parties, writings, attire or makeup. Noncompliance with this regulation shall be a violation of Statute 3.18 and subject to sanction as provided in Sections 7.01 and 7.03.

**S6.02** Each active chapter shall:

- a. Equip itself with proper Initiation paraphernalia, a roll book, and such other supplies as are necessary to operate a chapter;
- b. Adopt bylaws for its government, and file a copy thereof with the Executive Committee;
- c. Maintain satisfactory standards of scholarship, morals and discipline;
- d. Conscientiously apply the provisions of Section 3.07 to each prospective new member, and propose for membership only those persons eligible thereunder;
- e. Insure a continuing influx of such new members by means of its recruitment activities and pledge programs, and by initiations which shall be held only in the manner and form prescribed by the Ritual;
- f. Organize and conduct a suitable program of Pledgeship for each prospective new member, said program to be based on the contents of "The Norman Shield" and other pertinent publications of the Fraternity, and to involve no hazing, physical or mental harassment, or requirements which are inconsistent with the pledge's scholastic responsibilities;
- g. Hold regular chapter meetings in accordance with the requirements of the Ritual;
- h. Maintain communication with its alumni members, and encourage alumni representation at chapter meetings and initiations; and
- i. Pay when due the full amount of any lawful dues, fees, or other charges owed the Fraternity by the individual active members and pledges of the chapter, whether or not such an individual has paid his share of such amount to the chapter.

**E6.02-a-1** Active chapters shall purchase items of Initiation and/or Ritual paraphernalia and the roll book only from the General Headquarters or authorized suppliers.

**E6.02-b-1** No active chapter or petitioning local shall form, conduct, sponsor or permit to function, officially or unofficially, any women's auxiliary, little sister, little sigmas or other group involving women students, which is in any way affiliated or identified with the chapter or the Fraternity. Such titles, identity or status shall not be conferred on an individual basis. Nothing in this regulation precludes a chapter from choosing a chapter sweetheart on an annual basis.

**E6.02-c-1** All chapters must achieve, for each grading term in the academic year, a composite grade point average (for brothers and pledges combined) of a 2.5 on a scale of 4.0 (or the equivalent on another grading scale) or be above the institution's undergraduate all men's average, whichever is lower. For those chapters whose host institutions do not employ an equivalent numerical grading system, the chapter must achieve, for each grading term in the academic year, a composite average (for brothers and pledges combined) greater than that mandated for graduation from the host institution in the charter.

**E6.02-e-1** Upon notification of a Chapter's non-compliance with Statute 6.02-e, 6.02-g and/or any of the Ritualistic Statutes, the Executive Committee will issue a Formal Warning to the Chapter. This will be done by a Certified or Registered Letter to



the Chapter, with copies to the Chapter Advisor and Grand Praetor. Such letter will direct the Consul to comply immediately and to certify within sixty (60) days to the Executive Committee, Chapter Advisor and Grand Praetor that the Chapter is then in compliance with the Statutes. The Consul will further state his plans for future compliance. If compliance is not achieved within the prescribed sixty (60) days, the Executive Committee will immediately suspend the Charter of the Chapter according to the rules of the Executive Committee.

**E6.02-f-1** Pledgeship embraces all activities involved from the execution of the Membership Commitment Statement and Formal Pledging Ceremony through Initiation. Pledge training shall utilize "The Norman Shield," the Magister's Manual, the Mission Statement, and the principles embodied in the Ritual and the Ritualistic Statutes.

**E6.02-f-2** All activities and conduct in the program of Pledgeship shall be fully consistent with the provisions of the Ritual, Ritualistic Statutes, the Mission Statement, and the Governing Laws of the Fraternity, and shall be designed to prepare and inspire a pledge for his responsibilities as an initiated member, student and citizen.

- a. Each active chapter is required to submit their entire pledge program to their Grand Praetor for approval prior to the beginning of their pledge program each year, even if that pledge program contains no changes from the previous year. The program must be approved by the Chapter Advisor and then approved by the Grand Praetor before the active chapter commences with the pledge program for that following year. Any further changes during the year must first be approved by the Chapter Advisor and Grand Praetor prior to their use or application in the program.
- b. The Consul and Magister must sign the proposed pledge program as their attestation that the written program accurately reflects the pledge program and will be followed. Any deviation from the written and approved program may be grounds for disciplinary action against the chapter, and may result in disciplinary action against the signing officers, up to and including expulsion from membership.
- c. The Grand Praetor and the Chapter Advisor have no duty to investigate or monitor the pledge program beyond the written submission and may rely purely on that information in determining whether or not to approve or disapprove the program.
- d. No program should exceed 8 weeks, excluding 1-week, without specific written permission from the Grand Praetor. In no event will a pledge program exceed 12 weeks. If a host institution requires a shorter term for a pledge program, a shorter term shall be used.

**E6.02-f-3** Any activities which are inconsistent with the letter and/or the spirit of Statute 6.02-f shall result in Executive Committee action. Such action may lead to individual suspension or expulsion, and to suspension or revocation of the Charter of an active chapter. If an active chapter is found to be engaging in any activity judged unacceptable by the Executive Committee, that chapter will have the burden of establishing the "good faith" behind its decision to continue or initiate such activity.

**E6.02-h-1** Any active chapter seeking to contract for publication of a chapter membership directory or chapter newsletters by a commercial publishing or mailing firm may do so only with the prior consent of the Chapter Advisor and president of its House Corporation (or equivalent).

**E6.02-i-1** Each active chapter shall promptly and accurately render the following reports and fees to the General Headquarters, the Grand Praetor and Chapter Advisor as specified in the reports: semi-annual report and fees; reports of pledging and fees; and Reports of Initiations and fees.

**E6.02-i-2** Each active chapter shall maintain appropriate records of the financial transactions and financial status of the chapter.

**E6.02-i-3** Each active chapter is expected to have performed a complete audit or, as a minimum, a review of chapter financial records and procedures by a qualified, impartial professional, at the end of each fiscal year. A copy of this audit or review is to be furnished to the General Headquarters, the Grand Praetor, the Chapter Advisor(s) and House Corporation.

**E6.02-i-4** All U.S. undergraduate chapters are required to provide proof of a minimum of \$1,000,000 general liability coverage naming Sigma Chi Fraternity/Corporation as additional insured. Canadian chapters are required to provide proof of a minimum of \$1,000,000 Canadian general liability coverage naming Sigma Chi Fraternity/Corporation as additional insured. General liability insurance policy coverages for all chapters must include host liquor liability coverage and hired/non-owned auto coverage. All local groups must provide proof of general liability insurance, consistent with the requirements listed above, naming Sigma Chi Fraternity/Corporation as additional insured before they are duly installed as a chapter of Sigma Chi.

**S6.03** Each alumni chapter shall:

- a. Comply with all pertinent Governing Laws of the Fraternity;
- b. Hold meetings and/or events at least six times each year; and
- c. Assist any nearby active chapters in recruiting prospective new members, conducting initiations, developing and maintaining good scholarship, maintaining housing facilities, and promoting good relations with college or university officials.
- d. By the 15<sup>th</sup> day of February in each year report to the Fraternity on the prescribed forms the names of those alumni members who are affiliated with it.

**E6.03-1** To qualify as an alumni chapter in good standing, an alumni chapter must (i) have as members at least ten (10) persons who are active alumni members of the Fraternity as defined in Statute 3.06; (ii) report on forms prescribed by the General Headquarters the names and addresses of its officers and members utilizing the most current list of all alumni living



within its geographic area to be provided by the General Headquarters by February 15 each year; report the location and time of its meetings; and identify all undergraduate chapters within a 100 mile radius; and (iii) comply with the requirements of Statute 6.03. Each Alumni Chapter, in addition to its annual report, must submit a \$250.00 annual registration fee in order to be in good standing with full voting authority.

**E6.03-2** A meeting or event shall be any activity that has been reasonably communicated to the membership in a timely fashion and is attended by no less than 5 members.

**S6.04** Each alumni association shall comply with all pertinent Governing Laws of the Fraternity, and shall hold at least two meetings and/or events each year.

**E6.04-1** Each Alumni Association, in addition to filing its report of its meeting and/or events, must submit a \$250 annual registration fee to be considered an Alumni Association.

**S6.05** Each Alumni Club shall comply with all pertinent Governing Laws of the Fraternity, is entitled to recognition as a Sigma Chi entity, but is not entitled either to a vote at Grand Chapter or to any services from the General Fraternity. An Alumni Club must consist of at least seven (7) alumni Sigma Chi brothers.

**E6.05-1** Each Alumni Association and Alumni Club must submit its annual report by the deadline established for Alumni Chapters.

**E6.05-2** House Corporations shall be duly incorporated bodies of members of the Fraternity, which bodies exist for the purpose of holding title to or interest in real and personal property for chapter house purposes of a particular active chapter, and providing for the proper existence, improvement, care and safety of said property. Such reports as may be required by the General Fraternity or governmental authorities shall be submitted promptly by officers of said corporations.

**S6.06** Each member and chapter is prohibited from burning any replica of any symbol or insignia of the Fraternity whether or not such burning is in association with any chapter activity, including but not limited to, an Initiation ceremony, Constantine re-enactment, pledge function, or social function. A violation of this Statute shall result in the suspension of the charter of the chapter unless the chapter, within fourteen (14) days of when the Executive Committee advises the chapter that it has determined that a violation has occurred, shows cause to the satisfaction of the Executive Committee why its charter should not be suspended.

## Statute No. 7 - Discipline

**S7.01** The Executive Committee shall be empowered to discipline members charged with violating the Governing Laws of the Fraternity. Such charges may be brought by a two-thirds vote of the members of an active chapter present and voting, by five alumni members of the Fraternity, or by the Executive Committee. Whenever such charges recommend punishment of expulsion or suspension from membership in the Fraternity, the Executive Committee shall make a preliminary review of the charges and thereafter may appoint a Trial Board to hear and decide such charges.

**E7.01-1** The Executive Committee may appoint a subcommittee (the "committee") to execute certain of its responsibilities pursuant to Statute 7.

**E7.01-2** Five (5) alumni brothers or an undergraduate chapter by a vote of not less than two-thirds of the members present and voting, may impose any or all of the following penalties upon undergraduate members for violation of Statute 3.18:

1. community/campus/chapter service not to exceed 300 hours;
2. restitution of actual out-of-pocket losses;
3. social probation for a period of less than one year;
4. loss of live in privileges for a period of less than one year;
5. loss of voting privileges for a period of less than one year;
6. other, with prior approval of the committee.

If the recommended punishment is suspension of membership in the Fraternity for a designated time or expulsion from membership in the Fraternity, the charges must be referred to the Executive Committee as outlined in Statute 7.

The five (5) alumni or undergraduate chapter shall report its action in writing within ten (10) business days following such vote by such chapter on a form 51 available from Headquarters or its equivalent. The identity of the accused, the section(s) of the Governing Laws violated, the charges, and the penalty assigned shall be reported on such form.

If a brother is suspended from membership or expulsion is requested by five (5) alumni or an undergraduate chapter, he may appeal his penalty to the Executive Committee within thirty (30) days of notification of such penalty. The Executive Committee may then appoint a Trial Board to hear the evidence.

**E7.01-3** When the Executive Committee receives a report of action taken by five (5) alumni brothers or an undergraduate chapter pursuant to ECR 7.01-2, but not including suspension or expulsion, it may impose such penalty or it may modify the



penalty provided that such modified penalty does not exceed the limits specified in the ECR 7.01-2. The Executive Secretary shall notify the member disciplined, the undergraduate chapter, the Chapter Advisor and the Grand Praetor if the committee had modified the action taken by the undergraduate chapter.

If a brother is referred to the Executive Committee by five (5) alumni or an undergraduate chapter with a recommendation that he be suspended or expelled from membership in the Fraternity, he may appeal the referral to the Executive Committee within thirty (30) days of notification of such referral. The Executive Committee may then appoint a Trial Board to hear the evidence.

**E7.01-4** In the event of an allegation that one or more members has committed a serious violation of the Governing Laws of the Fraternity, the committee may suspend all privileges of such member(s) for a period not to exceed forty-five (45) days during the investigation of the allegation.

**E7.01-5** If the committee receives an appeal pursuant to ECR 7.01-3 above and it deems such appeal to have merit, it shall request that the Grand Praetor of the relevant province recommend, within fourteen (14) days of such request, three members to comprise a trial board with one to serve as Chief Judge. The Grand Praetor shall comply with the following guidelines in formulating his recommendation:

1. The trial board shall be composed of three impartial judges who shall be alumni members.
2. Consideration will be given to recommending alumni members from the same undergraduate chapter as the accused.
3. Consideration will be given to recommending a qualified attorney who is a member in good standing of a U.S. federal, state or Canadian Provincial bar association to be at least one of the judges.

The Chairman of the committee shall appoint a trial board and designate the Chief Judge forthwith. He shall consider the recommendations of the Grand Praetor when making such appointments. The Executive Director shall notify the accused, the five alumni (if appropriate), the undergraduate chapter, the Chapter Advisor and the Grand Praetor of the trial board's appointment and composition. The trial board will commence within thirty (30) days of appointment. The Chief Judge shall serve written notice on all essential parties of the date, time and place for trial and the accused's right to be represented by counsel, who must be a Sigma Chi and a member in good standing of a U. S. federal, state or Canadian Provincial bar association. The notice also shall advise the accused of his right to call and cross examine witnesses.

The trial board shall hear the evidence, make written findings of fact and decide if the charges are true and, if true, recommend penalty. The Chief Judge shall forward the trial board's written findings, decision and recommendations to the Executive Director with a copy to the Grand Praetor within seven (7) days of the hearing. These findings shall include a copy of the original Form 51, a list of all witnesses appearing before the trial board along with summaries of their testimony, any documents used as evidence, and a summary of any arguments made by the accused in their defense either to promote their innocence or seek a lesser punishment than that recommended by the trial board. The Executive Director shall forward a copy of the trial board's report to the accused, the five alumni (if appropriate), the undergraduate chapter, the Chapter Advisor and the Grand Praetor. The parties shall have the right to submit additional new information to the committee. Such new information shall be in writing and shall be served on the Executive Director within fifteen (15) business days of issuance of the trial board's report. The committee may forward a recommendation for expulsion or suspension from Fraternity membership for approval by the Executive Committee or may impose such lesser penalty as it may deem proper, giving due consideration to the recommendation of the trial board and any new information submitted. Once appealed, the imposition of a sentence of expulsion or suspension from Fraternity membership may only be done by the full Executive Committee, which will receive a full copy of the trial board's findings and any additional new information submitted. The Executive Director shall immediately notify the accused, the five alumni (if appropriate), the undergraduate chapter, the Chapter Advisor, the Grand Praetor, and the university/college (if appropriate) of the Committee's decision.

In the event this time limit described is exceeded, the committee may disband the trial board and appoint a new trial board to hear the charges. The committee may, upon written appeal of either the accused or the Chief Judge, waive this time limitation to accommodate extenuating circumstances.

**E7.01-6** Suspension from membership or of voting rights shall not relieve the suspended member from compliance with the provisions of Statutes 3.18 through 3.20.

**E7.01-7** Consideration of reinstatement of a member suspended or expelled from membership for reasons other than financial delinquency shall be conditioned upon the recommendation of the undergraduate chapter, if any, or alumni which proposed his suspension or expulsion. The reinstatement of any member shall be subject to the approval of the Executive Committee.

**S7.02** The Executive Committee shall be empowered to suspend from membership in the Fraternity any member charged with violating Section 3.19. In the event a suspended member has not paid or settled his delinquent financial obligation within twelve (12) months from the date of suspension and signed a promise to pay future financial obligations promptly, such suspended member shall be expelled from membership in the Fraternity without further action.

**E7.02-1** An active member who fails to discharge his financial obligations as required by Statute 3.19 may be proposed for suspension from membership in the Fraternity for financial delinquency: (1) by a two-thirds vote of the chapter members present and voting; (2) by five alumni members; or (3) by the Executive Committee. In preparing such proposal, the Quaestor,



an alumni proponent(s) or the Executive Committee must certify that the delinquent member has been notified of the debt, that a reasonable effort has been made to collect the debt, and that the delinquent member has been served notice that his delinquency is being referred to the General Fraternity for action. The completed written request (one vehicle for which might be the Form 50 provided by Headquarters) shall be reviewed and signed by the Chapter Advisor and the Grand Praetor before being forwarded to Headquarters. Upon receipt of the written request, the Executive Director shall inform the delinquent member by mail of the proposed action, the consequences and the methods of resolving the delinquency short of Executive Committee consideration. In the event the debt is not paid, settled or contested prior to the date of the next Executive Committee meeting, the delinquent member's name will be placed before the Executive Committee for appropriate disciplinary action. The member must be given at least thirty (30) days from the date of the initial Executive Director notification to reconcile his account. If the Executive Committee suspends an active member for financial delinquency, reinstatement may occur on a favorable vote by the committee.

**E7.02-3** If a member fails to pay, settle or successfully appeal his debt within one year of his suspension, he will automatically be expelled from the Fraternity. To be reinstated, an expelled member must settle his debt with the Fraternity and make a written proposal to the Executive Committee as to why his membership privileges should be restored. Upon review of the written request the committee may restore membership privileges to the expelled member.

**S7.03** The Executive Committee, the Grand Consul or the Grand Praetor shall take cognizance of any chapter's failure to comply with the provisions of Sections 6.01 or 6.02, and shall be empowered to give to the chapter a formal warning; the Executive Committee or the Grand Consul may place a chapter on probationary status; and the Executive Committee may place a chapter on show cause status or suspend a chapter's charter, or may declare an individual active member to be no longer an active member. The Committee may also recommend to the Grand Chapter that the chapter's charter be revoked, whereupon a majority vote of the members of the Grand Chapter shall be necessary and sufficient to effect revocation.

**E7.03-1** As a result of deficiencies or delinquencies in adherence to the provisions of Statute 6.01, Statute 6.02 or other pertinent Governing Laws and standards of the Fraternity including the timely submission of such forms and fees as are required, the Executive Committee or such subcommittee as it may designate may take appropriate disciplinary action upon a chapter which may consist of a probationary period, or status to show cause why its charter should not be suspended or revoked. Such disciplinary action upon a chapter may be requested by the Executive Director, the Grand Praetor, the Chapter Advisor, or the House Corporation, with a complete report submitted to the Executive Committee. This probationary status may include any or all of the following: (i) restriction of Fraternity services or benefits; (ii) requirement for submission of periodic reports on the current status, goals and improvement of the chapter; (iii) establishment of a local alumni supervisory committee with authority to set achievement goals, standards and regulations for the chapter and enforce chapter discipline; (iv) removal of a member from the chapter house property or his suspension or expulsion from membership; (v) removal of chapter officer(s) from his (their) office(s); (vi) required attendance at an Executive Committee meeting, Leadership Training Workshop or other Fraternity function; and (vii) such other conditions as the Executive Committee may determine. The period of time which the chapter remains on probationary status is subject to the discretion of the Executive Committee. Failure to meet the conditions of the probationary status may result in suspension by the Executive Committee or recommendation of revocation of the charter. The Executive Committee may authorize written notification to all alumni members of the chapter in such circumstances.

**E7.03-2** In the event of an allegation that a chapter has committed a serious violation of a Fraternity, University, state, provincial, or federal law, the Executive Committee or such subcommittee as it may designate may suspend all operations of such chapter for a period not to exceed forty-five (45) days during the investigation of said allegation.

**E7.03-3** Except in the case of suspension of operations as provided in 7.03-2, in the event of suspension or revocation of the charter of a chapter, the Executive Committee will direct the Executive Director and Grand Praetor to obtain from the chapter its charter, Rituals, and Ritualistic materials, roll books and other items of Sigma Chi insignia, identification or property, which will be held in such manner as directed by the Executive Committee.

**S7.04** The Executive Committee shall be empowered to suspend or revoke the charter of an alumni chapter or association which fails to comply with the provisions of Section 6.03 or 6.04 respectively, or to meet the minimum membership required by Section 4.04.

**S7.05** An active chapter may, under its bylaws, by a two-thirds vote of its members present and voting, remove the occupant of any chapter office in the event such occupant is placed on academic probation by the institution at which the chapter is located, is enrolled in less than the number of academic hours required by the school to be considered a full-time student or his Grade Point Average (GPA) falls below the GPA required for initiation by that active chapter.

## Statute No. 8 - Honors To Members & Chapters

**S8.01** There shall be a Significant Sig Award made to those alumni members of the Fraternity whose achievements in their field of endeavor have brought honor and prestige to the name of Sigma Chi. Recommendations for the Significant Sig Award shall be under the direction of the Executive Committee. (Also see the following: [Significant Sig Award](#))

**S8.02** There shall be an Order of Constantine, composed of alumni members of the Fraternity selected on the basis of long and distinguished service to Sigma Chi. The Grand Consul on assuming his office shall become a member of the Order of Constantine.



The selection of members of the Order shall be under the direction of a committee of seven members of the Order of Constantine, at least three of whom shall be members of the Grand Council. This committee shall be appointed by the President of the Order of Constantine. (Also see the following: [Order of Constantine](#))

**S8.03** There shall be an International Balfour Award presented to the graduating senior in the Fraternity who has best exemplified good character, demonstrated scholastic achievement, given distinguished service to Sigma Chi, and whose achievements in varied fields of student activity have brought honor and prestige to the name of Sigma Chi. The recipient of the International Balfour Award shall be selected from the recipients of the several Province Balfour Awards under the direction of the Executive Committee. (Also see the following: [International Balfour Award](#))

**E8.03-1** The following shall apply in the selection of the recipient of the International Balfour Award.

**a.** Definition of Terms: A “graduating senior” shall mean an active member who will receive his degree in the academic year during which the award is made. The academic year shall be deemed to commence with the Fall term. A candidate’s personality may properly be considered an aspect of good character.

**b.** Province Balfour Awards: The recipient shall be selected under the direction of the respective Grand Praetors and may involve the assistance of other members. The selection shall be made from the Balfour recipients of the several active chapters within the Province. Nominating brochures from active chapters shall be only in the form and manner prescribed in the most recent edition of “The Standard Operating Procedures Manual.” The Grand Praetor may not select more than one recipient for consideration for the International Award.

**c.** Selection Committee: The Grand Consul shall appoint a committee of five from among the past International Balfour Award winners and the alumni members of the Grand Council, other than Grand Praetors. One of the five members should be the most recent International Balfour Award winner available to serve. The Grand Pro Consul shall be the Chairman and a member of the Headquarters Staff designated by the Executive Director shall be the secretary of the committee.

**d.** Committee Procedure: The committee members will review the several brochures of the Province Award recipients and the consensus of their votes shall determine the three finalists who shall each be invited to attend the next meeting of the Grand Chapter, Grand Council or Leadership Training Workshop for a personal interview with the committee. Expenses of the three finalists to meet with the committee shall be paid by the Fraternity. The personal interview with the committee shall be a condition precedent to a member’s selection as winner of the International Award. In the event one or more of the three finalists cannot attend the General Fraternity function designated, the Grand Consul may authorize the substitution of the next highest runner-up available as a replacement to the group of three finalists or authorize a later interview as may be deemed advisable under the circumstances.

**S8.04** There shall be an International Sweetheart of Sigma Chi Award presented to the official sweetheart of one active chapter selected under regulations prescribed by the Executive Committee. (Also see the following: [International Sweetheart Award](#))

**E8.04-1** The following shall apply in the selection of the recipient of the International Sweetheart of Sigma Chi award.

**a.** The term “official sweetheart” shall mean: 1. A nominee who on March first of the year in which she is nominated for the Award is a full-time student in the college or university in which the nominating active chapter is located or, if such has only a male student body, from a nearby college, university or finishing school; 2. The nominee must have been elected as the chapter sweetheart by the members of the nominating active chapter; 3. Each nominee must be unmarried as of the time of the Grand Chapter at which the International Sweetheart is selected.

**b.** Criteria for selection: The nominees will be considered on the basis of beauty, personality, character, poise, campus and Sigma Chi activity and general accomplishments.

**c.** Nominating Procedure: 1. On or before March first in the calendar year in which a regular meeting of the Grand Chapter is held, nominations may be made by the several active chapters by filing with the General Headquarters nominating brochures and materials in the form and manner prescribed in the most recent edition of “The Standard Operating Procedures Manual”; 2. Each nomination must be accompanied by an entry fee of \$40.

**d.** Selection Committee: The Grand Consul shall appoint a Selection Committee comprised of three alumni members and shall designate one of them as Chairman.

**e.** Selection Procedures: The committee will review the several brochures of the nominees and the consensus of their votes shall determine the three finalists who shall each be invited to the Grand Chapter with their expenses paid by the General Fraternity. In event one or more finalists cannot attend the Grand Chapter, the Chairman of the Selection Committee, with the authorization of the Grand Consul, may substitute the next highest runner(s)-up as finalist(s).

**f.** Election: The International Sweetheart shall be selected from among the three finalists at each regular meeting of the Grand Chapter by vote of the active chapter delegates to the Grand Chapter, with each active chapter certified for Grand Chapter vote having one vote.



**8.05** There shall be such further and additional awards to members and chapters as may be prescribed by, and under regulations of, the Executive Committee.

**8.05-1** The J. Dwight Peterson Significant Chapter Award shall be the Fraternity's highest award to active chapters in recognition of commendable performance in the major fields of operations, programs and activities. Criteria and selection procedures shall be proposed by the Executive Committee for consideration and approval by the Awards Committee of the Sigma Chi Foundation. (Also see the following: [Peterson Significant Chapter Award](#))

**8.05-2** The Daniel William Cooper Award may be presented annually to the active chapter having the most outstanding educational program in the Fraternity. Selection shall be based upon data contained in the Peterson Significant Chapter Award application and the recommendations of the General Headquarters Staff and the Standing Committee on Scholarship, with the approval of the Executive Committee. (Also see the following: [Daniel William Cooper Award](#))

**8.05-3** The Legion of Honor Award may be presented annually to active chapters judged to have a commendable scholarship program, with selection as provided in regulation 8.05-2. (Also see the following: [Legion of Honor Award](#))

**8.05-4** The Order of the Scroll Award may be presented annually to the one active member nominated by his chapter who has made the greatest contribution to the educational program of the chapter. Nominations are to be submitted on the form provided by the Executive Director with selection made on the recommendation of the General Headquarters Staff and with the approval of the Executive Committee. (Also see the following: [Order of the Scroll Award](#))

**8.05-5** The Charles G. Ross Award may be presented annually to the active chapter with the most outstanding publications program. The recipient is to be selected by vote of a panel of alumni members experienced in the fields of journalism and related areas, appointed by the Editor of Publications with the approval of the Chairman of the Publications Board of the Fraternity. (Also see the following: [Charles G. Ross Undergraduate Chapter Publications Program Award](#))

**8.05-6** The Public Relations, Community and Campus Service Award may be presented annually to the active chapter which has conducted the most outstanding program in this area of activity. In addition, a Public Relations Citation will be presented to those active chapters which have conducted commendable programs in this area of activity. Selection of the Citation recipients shall be made by the Executive Director in consultation with the General Headquarters Staff. The Award recipient will be selected by a committee of alumni members having experience in this area of activity, appointed by the Grand Consul.

**8.05-7** There shall be an Awards Committee appointed by the Grand Consul. The following awards may be presented annually to the individual or chapter selected by the Awards Committee for recommendation to the Executive Committee from among the nominations of active chapters or alumni chapters, as appropriate, submitted on the form provided by the General Headquarters: (i) Dr. Erwin L. LeClerc Chapter Advisor Award, recognizing an outstanding alumni member serving as the Chapter Advisor of an active chapter. (ii) William T. Bringham House Corporation Officer Award, recognizing an outstanding alumni member serving as an officer of a house corporation for an active chapter. (iii) Jay E. Minton Alumni Chapter Officer Award, recognizing an outstanding alumni member serving as an officer of an alumni chapter. (iv) Edna A. Boss Houseparent Award, recognizing an outstanding individual serving as houseparent to an active chapter. (v) Dr. Donald B. Ward Alumni Chapter Community Service Award, recognizing the alumni chapter conducting an outstanding program in the area of service to the community in which it is located. (vi) Alumni Chapter Excellence Award, which shall be the Fraternity's highest award to alumni chapters in recognition of commendable performance in the major fields of operations, programs and activities. In addition, the Edwin C. Fisher Grand Praetor Award may be presented biennially to a Grand Praetor who has guided both individual brothers and chapters in his Province to strive for their full potential, has endeavored to foster a spirit of brotherly unity among all the chapters within his Province, and has executed all Statutory duties for the term in which he is nominated. (Also see the following: [Alumni Awards](#))

**8.05-8** The following awards may be presented annually, to recipients as selected by the vote of a panel of alumni members experienced in the area of activity prescribed by the Award, appointed by the Grand Consul, on recommendation of the Executive Director: (i) James E. Montgomery Award recognizing an outstanding publications program of an alumni chapter. (ii) Outstanding Sportsman of the Year Award recognizing an outstanding member in the field of athletics. (Also see the following: [James E. Montgomery Award](#))

**8.05-9** A Grand Consul's Citation may be presented by the Grand Consul, to a member who has performed outstanding service to the Fraternity; or to designated non-members in special circumstances. Individuals may be nominated for the award by a chapter, Fraternity body or member. Citations will be made sparingly and with a high degree of selectivity for service which may include, but not be limited to, the following: (a) service for several years to a functioning group within the Fraternity (as faculty member of the Leadership Training Workshop, a House Corporation Officer, Chapter Advisor or Alumni Chapter Officer); (b) a single event involving unusual devotion of time or sacrifice or heroism (major fund raising project, Chairman of a Grand Chapter Committee, installation of a chapter, an act resulting in the saving of human life).

**8.05-10** A Certificate of Appreciation may be presented, upon authorization of the Executive Director, to a member or to a non-member in recognition of excellent service to the Fraternity. Requests for a certificate may be made by a chapter, Fraternity body or member who shall pay for the certificate. The certificate is designed to recognize service as an officer of an active or alumni chapter, alumni association or house corporation, or a special incident of service to a chapter or the Fraternity by a member or non-member.



**E8.05-11** A Semi-Century Sig Certificate may be presented to an alumni member who has been active in the Fraternity and a member for fifty (50) or more years. This certificate is presented at the request of an active or alumni chapter or Fraternity body. (Also see the following: [Semi-Century Sig Award](#))

## Statute No. 9 - Amendments

**S9.01** Only the Governing Laws Committee pursuant to Statute 4.13 or members in good standing may propose amendments to the Constitution. Any proposal by members in good standing must be endorsed by a petition presented by five percent of the total of the active and alumni chapters in good standing as of the date of the petition. Any proposed amendment shall be placed in the hands of the Executive Director ninety (90) days prior to the opening session of the Grand Chapter, for his prompt distribution to all chapters and persons entitled to vote thereon and considered reported on by the Governing Laws Committee pursuant to Statute 4.13.

**S9.02** The Statutes may be amended by majority vote of any session of the Grand Chapter or of the Grand Council. Any proposal to amend the Statutes must be (i) proposed by the Governing Laws Committee pursuant to Statute 4.13, or (ii) endorsed by a petition presented by five percent of the total of the active and alumni chapters in good standing as of the date of the petition. Any proposed amendment shall be placed in the hands of the Executive Director ninety (90) days prior to the opening session of the Grand Chapter or the Grand Council, as the case may be, for his prompt distribution to all chapters and persons entitled to vote thereon and considered and reported on by the Governing Laws Committee pursuant to Statute 4.13. The Statutes may also be amended by majority vote of the active and alumni chapters in good standing on submission to them of the proposed amendment or amendments by mail endorsed either (i) by the Governing Laws Committee pursuant to Statute 4.13, or (ii) by a petition presented by five percent of the total of the active and alumni chapters in good standing as of the date of the petition. Any amendment or amendments proposed for mail vote must be placed in the hands of the Executive Director forty-five (45) days prior to the date of the mail vote, for his prompt distribution to all chapters and persons entitled to vote thereon.

**E9.02-1** The ballots for mail vote shall be returned to the General Headquarters within 60 days from the date of mailing. A mail vote on Ritualistic Statutes shall be conducted with due regard for secrecy. Amendments to the Ritual shall be submitted to the active chapters by the Executive Director via certified or registered mail or other qualified delivery system which will insure appropriate security and record of delivery and the active chapters shall cast their ballots within 60 days of the date of mailing by the Executive Director.

**E9.02-2** Executive Committee Regulations may be amended by majority vote of any session of Grand Chapter or Grand Council. Any proposed amendment must be endorsed in principle either (i) by ten chapters in good standing, or (ii) by the Governing Laws Committee. In either case, the proposal shall be received by the Executive Director thirty (30) days prior to the opening session of Grand Chapter or Grand Council, for prompt distribution to all chapters and persons entitled to vote thereon.

**E9.02-3** The Executive Director shall give reasonable notice, but not less than thirty (30) days, to all members of the Grand Council, prior to any Executive Committee meeting at which a proposed Executive Committee Regulation is to be considered and voted upon. The notice shall contain a text of the proposed regulation. This provision may be waived by a vote of two-thirds of the Executive Committee members present, if the Grand Consul declares a state of emergency requiring prompt action.



**POLICIES:**

The following policy statement has been adopted as a part of the Governing Laws and therefore demands the same respect and attention of the Fraternity's Ritual, Constitutions, Statutes, and Executive Committee Regulations:

## Statement of Position Concerning Pledge Training & the Ritual

The teachings of our Ritual—the basis of all our pledging and initiation, and active and alumni life—must govern our every act and attitude. Initiation into Sigma Chi is truly not only a ceremony by which new members are created, but is much more. Its meanings are subject to constant interpretation and achievement by those who have earned the honor by striving for it. The Fraternity does not maintain that membership in Sigma Chi should be achieved casually, lightly, or without determination, reasonable effort and commitment by those who seek it.

The Fraternity provides extensive material and guidance to chapters on this subject through The Ritual, Ritualistic Statutes, "The Norman Shield," "The Magister's Manual," the programs of the Leadership Training Workshop and many Province Workshops, and the efforts of the Grand Praetors and Headquarters Staff. Further guidance and assistance in those and other areas will continue, and is available to any chapter upon request. These provide adequate resources for each chapter to develop and implement a positive, suitable program.

### *The Basis of Concern*

The reasons for concern by the Fraternity in this area cannot be dealt with simply under the heading of the term "hazing." The term "hazing" is sometimes too narrowly defined by some seeking rationalizations. The causes for concern are spelled out more definitely under the guidelines below. The causes for concern have as a basis the ACHIEVING of the process of Initiation, not degradation of those who seek it. The goal is preparation for a productive life as a citizen, through Sigma Chi, not merely forced humility or "second class citizenship." We believe, as the Sigma Chi Creed says, in fairness, decency, good manners, and being ever a credit to our Fraternity.

There is a definite need for increased knowledge and understanding of the seriousness of purpose of Sigma Chi, and the expectations and commitments made by all of us in experiencing our Ritual and the honor of becoming a member.

Your Fraternity leaders and Executive Committee realize and appreciate that the majority of our active chapters conduct responsible and inspiring pledge programs and Initiation ceremonies and have not been, are not, and will not become involved in anything which even remotely could be considered "hazing" or in violation of Sigma Chi law or programs. Nonetheless, there is a definite necessity for an increased vigilance, awareness, dedication and determination in this matter. There are chapters in Sigma Chi where our Ritual and its purposes and procedures are not adhered to the fullest, and where questionable, contradictory or wasteful activities are taking place during the Pledge Program, Indoctrination Week, or Initiation.

In confronting this problem, the following basics are pertinent:

- Sigma Chi, both in stated goals and purposes and usually-achieved results, is a positive experience, designed to be contributory and beneficial throughout a man's life.
- Past, present and future, its purpose is to be uplifting, motivational, value-setting, and enjoyable in constructive ways.
- Its heart is brotherhood, personal association and involvement, and an obligation of every brother to help each other to achieve. It is in the context of positive emphasis and guidance that the following guidelines will apply, and are to be used in determining and conducting any of our activities in the pledging, pre-Initiation and Initiation programs:

### *Pledge Program Guidelines*

- The goals set forth in The Jordan Standard require us, as a Fraternity, to ensure that we allow each student time for his academic responsibilities, reasonable sleep, and reasonable campus involvement. Our prospective members are in school for an education, a learning experience, both in and out of the classroom.
- Whatever is performed or allowed to happen must be fully consistent with the ideals and the spirit of our Ritual, Ritualistic Statutes, and Governing Laws. The lessons of our traditions noted above involve much more than just "I had to do it—they should too."
- If it's done only for the "fun of the actives," the odds are very high that whatever it is should not be done.
- A man does not pledge to be in servitude to an individual brother. He is aspiring to be a member of the Chapter and the Fraternity.
- If something is designed just to make a man "a good pledge," rather than to make him a good brother, or just to see "how much he wants to become a member," it is not appropriate.
- Ask yourself, "Would I like to do what we are making the pledge do?" If the answer is no, chances are very strong that it is wrong.



- Forced unity or “unity-at-any-cost” can, often unknowingly, result in resentment or exaggerated competition against the chapter, and conflict with the pledge class’ later integration into the chapter, creating a caste system. Unity will occur from shared experiences.
- If instilling humility is the only or major purpose of what is being done, it most likely should not be done.
- The fact that “we’ve always done it” does not, by itself, justify its continuance.
- If an activity became known and/or publicized, could it really be explained or justified to, and understood or appreciated by parents, university officials, or rushees? If not, it should not be done.
- The greater the extent of physical or mental exhaustion, excessive nervousness or fear, total frustration, or desire to “get this over with,” the greater the likelihood that the pledge will not absorb, remember and understand the important lessons of our pledge program, the Initiation and Ritual.

### ***Examples of Prohibited Activities***

Actions and activities which are explicitly prohibited include, but are not limited to, the following:

- Calisthenics; sit-ups and push ups.
- Running stairs while reciting material.
- Purposeless runs for the sake of creating “unity.”
- Yelling and screaming or use of obscenities at pledges during the line-ups.
- Telling pledge he’s failed by snuffing out candles in front of him.
- Brothers intentionally mess up the house or room after pledges clean it.
- Pledges blindfolded, told that everyone before them has jumped onto a “nail,” and they must too (they not knowing there is no nail, as such).
- Pledges booed and hissed or demeaned when they make a mistake in recitation in front of the chapter.
- Pledges being required to perform personal errands or acts of personal servitude for the convenience of brothers.
- Calling pledges “scums” and other degrading terms.
- Wearing burlap bags or other embarrassing or uncomfortable garments.
- Less than six hours of undisturbed time in bed each night during the week prior to Initiation.
- Deception designed to convince the pledge he won’t be initiated.
- Dropping eggs in pledges’ mouths.
- Excessively loud music played during I-Week and between portions of various ceremonies.
- Paddle swats.
- Pushing, shoving or tackling pledges during movement to various events.
- Pledges awakened time and again during the night, quizzed and/or harassed, told their answers are wrong no matter how they answer.
- Pledges dragged onto the floor when awakened.
- Pledges write list of their faults or “sins,” believing they must read them to the chapter or brothers.
- Bracing and finger-snapping in pledges’ ears during Initiation.
- Any violation of Ritual instructions, procedures or Statutes.
- Brothers using Ritual materials before Initiation.

These are practices which have been done in the past and there are thousands of others also equally unacceptable. These are a few examples.

### ***Conclusion***

Sigma Chi’s specified programs for pledge training, Indoctrination Week and Initiation, absent of any hazing or questionable activities, have proved to be consistently effective in achieving the development of active, effective committed brothers. Only the brothers in the active chapters can carry out these programs, however.

All Sigma Chis have a responsibility to the Fraternity and its future, and to the rest of the Greek system, and to our families, to enhance and contribute to our reputation, and not even remotely create any situation which may damage it. Sigma Chi must depend on our undergraduate brothers and chapters to perpetuate our Grand Fraternity through Initiation. With this expression of concern and communication, our confidence is placed in you.

Issued in August 1977 by the Fraternity Executive Committee, chaired by then Grand Consul James F. Bash.



# Vision & Mission

## VISION & MISSION



# Vision & Mission

## Core Values

Friendship, Justice and Learning

## Vision

To be the preeminent collegiate leadership development organization-aligned, focused and living Sigma Chi's core values.

## Mission

To develop values-based leaders committed to the betterment of character, campus and community.

## Sigma Chi International Headquarters Mission

The mission of the Sigma Chi Headquarters is to support the purposes, policies, and people of the Sigma Chi Fraternity in a congenial, professional manner for the good of the Fraternity. We will accomplish this mission as a team in a healthy and challenging work environment that contributes to the overall growth of each employee.

## Strategic Imperatives

Sigma Chi recognizes that no successful organization remains static and complacent. The Fraternity has identified the necessity of adapting and excelling in an ever-changing collegiate environment. The Strategic Imperatives address this goal through ensuring the continuity and quality of the fraternal experience for all our brothers: past, future and present. The Strategic Imperatives are as follows:

1. Provide members with unprecedented undergraduate leadership development through character-in-action™
2. Foster consistent, high-quality undergraduate growth
3. Proactively drive our leadership position: leadership is Character-In-Action™
4. Exponentially increase positive alumni involvement focused on undergraduates
5. Create a fulfilling fraternal living experience
6. Maximize funds raised to benefit undergraduates
7. Ensure chapter and individual accountability through leadership experience
8. Maximize the Sigma Chi experience through technology



# Policies & Positions

## POLICIES & POSITIONS



# Policies & Positions

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# The Sigma Chi Position on Alcohol

(Also see the following: [S3.18](#), [S6.01](#), [S7.01](#), [S7.03](#))

"Misuse of alcohol is conduct unbecoming a Sigma Chi!"

"We must hold ourselves first, then each other, accountable to live by the ideals and values to which we voluntarily committed!"

## The Issue

The conflict between each brother's voluntary commitment to live according to the values and ideals of Sigma Chi versus his behavioral patterns relating to the misuse of alcohol.

## Background: How is the issue affecting today's Greeks?

The dangers of alcohol abuse have been well known for many years and have manifested themselves in tragic ways in the Greek-letter world. This has resulted not only in bad publicity for fraternities, but also in senseless deaths and permanent disabilities for individuals. Alcohol, directly and indirectly, has ruined many lives. It is the obligation of all Sigma Chis to recognize and to deal effectively with the real and potential problems caused when alcohol use becomes alcohol abuse.

The Fraternity recognizes that a number of chapters have benefited from an alcohol-free living environment and pledges its support and educational resources to a chapter, house corporation or university that chooses to implement such an environment.

Sigma Chi is a values-based organization with a desire to educate its members and prospective members in sound risk management policies and the legal, responsible use of, or abstinence from, alcohol. Prohibition, historically, has not been effective, and the Fraternity has no intention of mandating alcohol-free living. However, the Executive Committee will continue to have the right to impose alcohol-free housing stipulations as a disciplinary measure for chapters which flagrantly or repeatedly misuse alcohol.

## Statement of position: Where does Sigma Chi stand?

The misuse of alcohol is conduct unbecoming a Sigma Chi. Consequently, the Sigma Chi Fraternity resolves to eliminate the misuse of alcohol by its membership, particularly among undergraduate and prospective members.

The Fraternity has several policies regarding alcohol use and misuse, including:

- *The Sigma Chi Policy on Alcohol and Drugs*
- *The Risk Management Foundation Policy on Alcohol and Drugs*
- Host college/university alcohol policies
- Chapter bylaws

## Action: How is Sigma Chi addressing the issue?

The Fraternity and Foundation have developed programs to assist undergraduate chapters in their alcohol education efforts and to foster true brotherhood. These include:

- RMF Interactive 2.0
- Betty Ford/CHOICES Alliance: Alcohol Education Program
- Province Conferences (RMF Case Studies)
- Balfour Leadership Training Workshop
- Individual chapter programs
- Host institution programs
- Interfraternal and other programs as applicable

However, the most difficult-yet essential-aspect of true brotherhood is accountability. If we truly trust our brothers, then we are obligated to be open and honest with them. Consequently, we may be the only ones who are able to hold each other accountable in a positive, brotherly manner, with pure motives, to help one another improve.

Accountability must begin with the man in the glass. We must hold ourselves first, then each other, accountable to live by the ideals and values to which we each voluntarily committed. This includes holding ourselves and each other accountable if we misuse alcohol.

The primary structured accountability mechanism must be the individual chapter judicial board. Remembering that the actions of any one brother reflect on all of us, and that just one incident may affect the future of the chapter, the chapter judicial board must act promptly and fairly when brothers misuse alcohol. The courses of action(s) that



should be considered alone or in combination include:

- Mandating counseling if there has been a pattern of misuse (most colleges/universities offer such services to their students at no additional charge)
- Suspending social and/or other chapter privileges for a minimum of one semester (or its equivalent) along with financial remuneration for any damage

The second structured accountability mechanism must be local alumni, specifically the chapter advisor and his advisory committee from an operations perspective, and the members of the house corporation as the chapter's landlord or property manager. Possible courses of action could include:

- Counseling (as noted for chapter judicial board)
- Soliciting parental/guardian intervention and support
- Evicting from the chapter house those deemed to be undesirable tenants
- Building or remodeling houses without bars or barrooms (prevention)

Both the individual chapter judicial board and the local alumni should utilize the Grand Praetor, the Fraternity's official representative in the province, as a resource for these deliberations and proceedings.



# The Sigma Chi Policy on Alcohol and Drugs

(Also see the following: [S3.18](#), [S6.01](#), [E6.02-F-1](#), [E6.02-F-3](#), [E6.02-I-4](#), [S7.01](#), [S7.03](#), [E7.01-4](#))

The Sigma Chi Fraternity is founded upon and irrevocably committed to fundamental values rooted in personal responsibility. At all levels and in all aspects of the Fraternity experience, membership in Sigma Chi entails a commitment to educational attainment, personal growth and a continuing contribution of value to collegiate and external communities.

Any involvement of illegal drugs or the illegal or irresponsible use of alcoholic beverages in Sigma Chi chapter living environments or Fraternity-related activities poses a significant threat to health and safety and is contrary to the objectives and ideals for which Sigma Chi stands.

Sigma Chi chapters and their individual members in all Fraternity-related or -sponsored activities must operate in compliance with all applicable federal, state, provincial and local laws relating to alcohol and drugs, and must conform to all regulations, codes of conduct, standards or policies that are or may be established by our host colleges and universities. Clearly recognizing that brotherhood in Sigma Chi entails expectations of gentlemanly conduct and personal responsibility broader than basic compliance with laws and regulations, and that risk to the health and safety of members, guests and communities must be minimized, further measures are necessary and appropriate.

Accordingly, the following shall apply throughout the Fraternity in connection with any Fraternity-related or sponsored activity, at all levels of membership, and specifically in all undergraduate chapter operations, programs, events and activities. These policy provisions represent minimal requirements to be observed throughout the Sigma Chi Fraternity. Such further requirements or stricter limitations that exist or may be necessary in any particular jurisdiction shall be observed, and nothing in this policy shall be interpreted in any manner that would undermine compliance with any more restrictive regulation, rule or policy applicable in any such jurisdiction.

## Provisions applicable throughout the Fraternity:

1. The illegal use, illegal possession, illegal sale or illegal distribution of any controlled substance or alcoholic beverage at a chapter house or during a Fraternity function is prohibited.
2. No chapter members, collectively or individually, shall at any time purchase for, sell to or serve alcoholic beverages to any person under the legal drinking age.
3. Where the jurisdictional or university campus laws prohibit alcoholic beverages at recruitment functions, no chapter shall permit the use, possession or consumption of alcoholic beverages at any recruitment function, whether held at the chapter house or elsewhere. It is prohibited to use alcohol as a promotional vehicle for recruitment events. It is the responsibility and duty of all chapters to promote the consumption of alternative beverages to that of alcohol at recruitment events.
4. Where permitted by applicable local, state, or provincial laws, and any applicable college or university regulations or policies, the serving and consumption of alcoholic beverages shall be in compliance with all such requirements, both in and outside Fraternity facilities, on and off campus.
5. No chapter shall host an open social function where alcoholic beverages are present. Nonmembers attending a chapter function may do so only by invitation of a chapter member. A list of individual guests with the names of the Sigma Chi host must be maintained, and all persons desiring admission to the function must be monitored at the door for entry. It is expected that at all such events, Sigma Chi hosts will exercise due regard for the safety and welfare of guests, and will be diligent in assuring the personal responsibility of guests in order to prevent injury to members or guests and to prevent damage to chapter or Fraternity facilities.
6. Should any member or guest at a chapter function or present in Fraternity facilities appear to be intoxicated, chapter members shall take reasonable steps to safely escort that person to his or her place of lodging. In particular, chapter members shall take all reasonable steps to prevent apparently intoxicated persons from operating a motor vehicle or walking themselves home. Such persons should be accompanied by a sober and responsible member who is capable of assisting as needed.
7. At any chapter function or activity where alcoholic beverages are served, valid identification of those persons claiming to be of legal age for alcohol consumption (where legal consumption is permitted) is required.
8. At any and all Fraternity functions or activities where legal consumption of alcoholic beverages is permitted, the following shall be observed:
  - a. Ample alternative beverages must be available and served.



- b. Monitor(s) who shall not consume alcoholic beverages shall be designated from the membership or independently hired, and shall throughout the function make reasonable efforts to prevent uninvited or intoxicated persons from entering, and to prevent any person who appears to be intoxicated from leaving alone.
9. No Fraternity activity or function should encourage the rapid consumption of alcohol.
10. Due to the destructive and immediate effect of high alcohol concentration, the use of grain alcohol or any distilled liquor exceeding 100-proof in any form or mixture at a Fraternity sponsored event should be discouraged.
11. No alcoholic beverages shall be served, provided or purchased for any member or pledge in connection with any aspect of the pledge education program.
12. To promote continuing awareness and understanding of applicable laws and expectations of conduct associated with the involvement of alcoholic beverages in any Fraternity activity, each chapter shall instruct members and pledges on the laws regarding the legal drinking age, the regulation of the sale and distribution of alcohol, open container laws and other laws applicable in the state, province or community in which the chapter is located. Such instruction shall include, at a minimum, an explanation of Dram Shop laws, implied consent and host liquor liability.

In order to promote the highest sense of responsibility for the health and safety of persons who consume alcoholic beverages, instruction shall also be provided with the goal of encouraging intervention that would prevent any person from drinking to excess, or from engaging in any potentially dangerous activity while under the influence of alcohol, and with respect to procedures to be following in the event of an accident, injury or other alcohol- or drug-related emergency.



# The Risk Management Foundation Policy on Alcohol and Drugs

(Also see the following: [S3.18](#), [S6.01](#), [E6.02-F-2](#), [E6.02-F-3](#), [E6.02-I-4](#), [S7.01](#), [S7.03](#), [E7.01-4](#))

1. The illegal use, possession, sale or distribution of any controlled substance or alcoholic beverage at a chapter house or any chapter function shall be strictly prohibited.
2. No chapter members, collectively or individually, shall purchase for, serve to, allow to be served or sell alcoholic beverages to those under legal drinking age.
3. No alcoholic beverages may be purchased with funds from the chapter treasury, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. A chapter may secure the services of a professional catering service with professional bartenders. Any service retained must have a general liability and liquor liability insurance policies.
4. If a tap system, keg or other concentration of alcohol which requires a common container is to be present in the chapter house, on chapter property or at a chapter function, it is to be administered by a licensed or certified bartender who is not a member of the chapter, a pledge or a Sigma Chi alumnus. This would include, but is not limited to, pony kegs, "party balls" and punch.
5. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This does not prohibit advertising and promotional activities in connection with fund-raising or charitable events.
6. Due to the destructive and immediate effects that high alcohol concentration can cause, no grain alcohol or any such distilled liquor exceeding 100-proof, nor any mixture above 50 percent pure grain alcohol per volume is to be served in any form or mixture during a Fraternity-sponsored event.
7. No chapter member may provide alcoholic beverages to members or guests by selling tickets or cups, by charging admission fees, by taking a collection ("passing a hat"), or by using any direct or indirect means of collecting money from persons attending chapter functions.
8. No chapter shall serve, or permit the use, possession or consumption of alcoholic beverages at recruitment functions, whether held at the chapter house or elsewhere.
9. If any member or guest appears to be even slightly intoxicated at any chapter function, chapter members shall safely escort said person from the function. The chapter must undertake all reasonable efforts to prevent intoxicated persons from driving automobiles or walking themselves home. Such persons must be accompanied by a sober and responsible member who is not under the influence of alcohol or another controlled substance.
10. No chapter may host an "open" party (social function) where alcohol is present. Nonmembers attending a chapter function may do so only by invitation of a chapter member who shall assume personal responsibility for the welfare of guests and any damage to chapter premises caused by said guests. A list of individual guests with the names of the host should be maintained, and all persons monitored at the door for entry to every function. The safety and welfare of each guest is the responsibility of the individual who invited the guest.
11. Each member and pledge will be instructed on the law regarding drinking age, regulation of alcohol sales, open container laws and other laws applicable in the state or province in which the chapter is domiciled, including, but not limited to, Dram Shop exposures, implied consent and host liquor liability. Instruction shall also be provided with the goal of engendering in each member and pledge a sense of responsibility toward the welfare of those who consume alcohol, encouragement of intervention to prevent any person from drinking to excess or from engaging in any potentially dangerous activity, including driving a motor vehicle or riding a bicycle or skateboard while under the influence of alcohol. Instruction shall also be provided on emergency procedures to be employed in the event of accidental injury resulting from alcohol consumption and/or use of controlled substances.
12. Valid identification of those claiming to be of legal age for alcohol consumption (where legal consumption is permitted) is required. The possession, distribution or consumption of alcoholic beverages must not violate federal, state or local laws; local ordinances; or rules and regulations of the university or college.



13. At any and all chapter functions where the legal consumption of alcoholic beverages is permitted, water and other alternatives or non-alcoholic beverages must be served. At said functions, party monitors must be appointed or hired who will not consume alcoholic beverages. These monitors must be on duty to prevent uninvited and/or intoxicated guests from entering, leaving alone, etc.
14. Any legal use of alcohol shall avoid providing unlimited quantities. No activity should encourage rapid consumption of alcohol. No chapter member shall permit, tolerate, encourage or participate in "drinking games."
15. Any and all alcoholic beverages shall be strictly prohibited from being served to, provided for, or purchased for any member in connection with any and all aspects of the pledge education program. (For more information, refer to pledge program in Magister's Manual of the Sigma Chi Fraternity).
16. Habitual significant intoxication and/or the use, possession, sale or distribution of any controlled substance by any member, pledge or alumnus shall be deemed "conduct unbecoming a Sigma Chi," and the chapter's executive committee shall invoke the appropriate provisions of Sigma Chi law should said violations occur (including fines, suspension or expulsion). Each such violation shall be reported to the chapter advisor and Grand Praetor. Violators shall be advised to seek qualified counseling.



# The Sigma Chi Code of Conduct

(Also see the following: [S3.18](#), [E6.01-1](#), [S6.02](#))

- ☪ I will know and understand the obligations stated in *The Jordan Standard*, *The Sigma Chi Creed*, and the ideals expressed in the Sigma Chi Ritual, and I will strive to incorporate them in my daily life.
- ☪ I will strive for academic achievement and practice academic integrity.
- ☪ I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically or sexually abuse or haze any human being.
- ☪ I will protect the health and safety of all human beings.
- ☪ I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
- ☪ I will meet my financial obligations in a timely manner.
- ☪ I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.
- ☪ I will acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter house and/or property are properly cleaned and maintained.
- ☪ I will challenge all my Fraternity members to abide by these fraternal expectations and will confront those who violate them.
- ☪ *Adopted from the National Interfraternity Conference's Statement of Fraternal Values and Ethics.*



# Fraternity Action Plan for the Response to Fraternity Policy Violations

(Also see the following: [S7.01](#))

## Preamble

The process hereafter set forth is designed to assist undergraduate chapters in eliminating practices including; but not limited to:

- Activities that force consumption of alcohol and/or a controlled substance.
- Activities that place any person in a life-threatening situation.
- Activities that may produce emotional or physical harm, including but not limited to ridicule or humiliation.
- Activities which are abusive in nature to any individual or group of the opposite sex or racial or ethnic group.
- Activities that violate the alcohol policy of the Sigma Chi Fraternity.
- Activities that dishonor the Sigma Chi Fraternity and its individual members.

## I. Accusation

- Grand Officer or Headquarters staff is informed of an alleged policy violation through direct observation or written communication from a chapter member, alumnus, university official, parent or other credible source.
- Grand Officer or Headquarters staff is made aware of alleged violation through a phone call or unidentified source.

## II. Investigation of Incident

- A. Once accusation is received, the director of accountability sends the chapter a letter via certified mail.

*This letter, the seven-day letter, requires the chapter to draft a written response to the allegations. The response must be received by the director of accountability within seven days. The chapter must provide the director of accountability with a hard copy and an electronic copy of the letter. A copy will be provided to the Chapter and Member Accountability Committee (CAMAC), Grand Pro Consul, Grand Praetor, Chapter Advisor, Grand Trustee, Executive Director, and when appropriate, the Greek Advisor.*

- B. Upon receipt of the response to the seven-day letter, the director will work in concurrence with the Grand Praetor to initiate any disciplinary action deemed necessary. At this time, the Grand Praetor may exercise his right to issue a Formal Warning:

### **Grand Praetor's Formal Warning (Statute 7.03)**

1. Grand Praetor's Formal Warning (Formal Warning) is a measure taken against a chapter by its Grand Praetor for any type of "unbecoming issue" that limits, prohibits or demands certain actions from the chapter. A Formal Warning is not a status, though the warning itself may contain certain stipulations. The CAMAC will review any stipulations made in conjunction with a Formal Warning and endorse/amend as they deem necessary. The Formal Warning will be enforced alongside the CAMAC's disciplinary decision.
2. If the chapter fails to respond to the seven-day letter within seven days, and the staff has solicited a response by phone, the chapter gives an implied plea of no contest.

## III. Implementation of Action Plan

- A. With the exception of individual financial discipline, all alleged policy violations will be handled by the Director of Accountability or another staff member from headquarters as designated by the Executive Director. Following the accusation and receipt of the seven-day letter from the chapter, the Director of Accountability immediately seeks input from the Grand Praetor, Chapter Advisor, university and chapter officers to determine the type of violation and reports to the Executive Director.
- B. The Director of Accountability is then charged with distributing all appropriate information to members of the CAMAC, who will convene to decide what action (if any) should be taken to correct the chapter's culture and operations. Possible courses include:

### **1. Type "A" Violation: Immediate Probation**

- a) **Causes:** Alcohol/Drug Violations, Conduct Violations, Hazing, and Property



Damage.

- b) **Duration:** Approximately six (6) months to twelve (12) months as deemed by the CAMAC. Probation is in effect upon the decision of the CAMAC and continues through the following semester's Review Meeting. Formal review meetings will take place quarterly or as deemed necessary.
- c) **Progress Report:** The chapter must submit a progress report that is to be reviewed at the quarterly meeting of the CAMAC meeting which corresponds to the duration of its probation. This report must be based on Part II of the Reorganization Requirements and must also address the specific concerns mandated by the CAMAC based on the cause of the chapter's probation. Additional stipulations and progress reports may be mandated by the CAMAC.

Any violation occurring during the probationary period may result in immediate Show Cause.

## 2. Type "B" Violation: Show Cause with a 45-day suspension of chapter activities

- a) **Causes:** Alcohol/Drug Violations, Conduct Violations, Hazing, more than \$1,000 theft/property damage, multiple policy violations or any other egregious misconduct.
- b) **Duration:** 45 days. If the Executive Committee's CAMAC deems the accusation serious enough, it may immediately suspend the chapter's fraternal operations (social, intramural, pledge education, recruitment and Initiation) for a period not to exceed 45 days pending the outcome of an investigation and ruling by the CAMAC. *NOTE: Suspension of fraternal operations does not include closing the chapter house, serving meals or conducting chapter meetings. Once the 45 days have lapsed and the stipulations have been met, the chapter must then complete the requirements associated with CAMAC and the Executive Committee.*
- c) **Membership Review:** Corresponding to the 45 day suspension of chapter activities, the CAMAC may also prescribe that a chapter undergo a membership review. This is a procedure that utilizes specific criteria to determine which brothers are still worthy of serving as active undergraduate brothers in the chapter. Once a membership review has been called for, each brother is immediately placed on alumni status and must petition to be reinstated. *For proper procedure to conducting a membership review, please see the Membership Review Manual. Due to its length, it is omitted from inclusion in this publication. A copy is available by contacting Sigma Chi Fraternity Headquarters.*

## 3. Type "C" Violation: Charter Suspension - The CAMAC cannot suspend a charter. It can only make recommendations to the Executive Committee, which decides if a charter is to be suspended.

- a) **Causes:** Suspension of activities by host institution, consistent chapter behavior that is unbecoming of Sigma Chi
- b) **Duration:** Indefinite
- c) **Procedures for the suspension of an undergraduate chapter:** The Executive Director or his designee will immediately (within 48 hours) teleconference with the Grand Praetor, chapter advisor, Grand Trustee, and house corporation president to inform them of the decision and to discuss the following:
  1. How and when to inform the undergraduate chapter and the university/college
  2. Securing the chapter house (if applicable)
  3. How to, and who will, handle calls from alumni/parents
  4. How to secure The Charter
  5. Accounting for and securing Ritual paraphernalia
  6. Disposition of pledges
- d) Executive Director or his designee will inform the chairman of the Risk Management Foundation, Constantine Capital Inc., and/or Sigma Chi Foundation if applicable.



- e) A letter will be mailed to all chapter alumni under the Executive Director's signature within five days.
- f) Grand Praetor or member of the Headquarters staff will travel to the chapter to obtain Ritual paraphernalia and return it to Headquarters.
- g) File set up at Headquarters by Executive Director or his designee for future use if and when a reactivation process is begun. File should include:
  - 1. Chapter financial obligations to the Fraternity at time of suspension
  - 2. Location of chapter's Ritual paraphernalia and charter
  - 3. Case history of the chapter
  - 4. Specific reactivation/suspension requests of university
  - 5. Telephone numbers of local contacts.
  - 6. No Action - In some cases, the CAMAC will decide that no action should be taken.

#### IV. Chronology and documentation

- A. A chronology of events will be maintained by the director of accountability.

#### V. Chapter and Member Accountability Committee

- A. The Chapter and Member Accountability Committee (CAMAC) is composed of the Grand Pro Consul, Grand Praetor representative to the Executive Committee and one to three other Executive Committee members appointed by the Grand Consul. The Executive Director will be an ex-officio member of the CAMAC or his designee. This body is charged with the following responsibilities:
  - 1) Reviewing all accusations brought forth by the director of accountability.
  - 2) The CAMAC is mandated to meet monthly to review accusations and review chapters in the various stages of probation.
  - 3) In case an accusation requires immediate action, the CAMAC may deliberate via teleconference. The director of accountability will determine if there is sufficient information upon which the subcommittee can deliberate and shall present all information to the subcommittee.
  - 4) If there is not enough information, then the subcommittee shall instruct a senior member of the Headquarters staff or other alumni member designee to serve as an investigator and conduct a fact- finding investigation.
- B. Determining if violation(s) occurred.
  - 1) If the CAMAC determines that a violation did not occur, the investigation will be discontinued. The subcommittee will declare the chapter to be in good standing and instruct the director of accountability to inform all involved parties as such.
  - 2) If an accusation is confirmed, the CAMAC will act in accordance with Executive Committee Regulations 6.02-f-3, 7.03-1, other pertinent governing laws and the stipulations outlined in Type A- C violations. Other stipulations may include but are not limited to the following:
    - a) Mandatory use of the Preparation for Brotherhood Series
    - b) Appointment of an alumni advisory committee
    - c) Appointment of a Parent's Council
    - d) Mandatory I -week visit
    - e) Follow-up letter(s) advising of CAMAC decision will be sent to the chapter, and copied to the Executive Committee, Grand Praetor, chapter advisor, house corporation president, Grand Trustee, Executive Director, and Greek advisor if appropriate, by the director of accountability.
- C. The Executive Committee shall review and may revise the actions of the CAMAC.



# Revitalization/Reorganization Requirements

## I. Part I Reorganization Requirements

### 1. Fraternity Statistics

- a) The number of men initiated must be at least 75 percent of those pledged.
- b) Total active undergraduate membership must be 20 or greater, and the list of names must be verified by the university.

### 2. Scholarship

- a) The chapter must maintain a "B" average OR the chapter GPA must be above the all men's average whichever is higher.
- b) A brief explanation should be included to outline the scholastic programs conducted by the chapter for pledges and actives. This explanation should make specific mention of who participated in the programs and how they were conducted.
- c) Grade statistics for completed semester(s)/quarters(s) must be reported. These statistics must be compiled and verified by the host institution. If the university or college will not release grade statistics, the chapter must submit a letter from the dean of students or Greek Advisor stating that they do not release grades and the chapter must provide the GPA of each brother in order to determine the chapter's scholastic standing.

### 3. Finances

- a) The chapter must have an operating profit for the current year budget.
- b) Delinquent accounts receivable must be less than five percent of the chapter's total members' charges (room, board, dues, etc.).
- c) The chapter must promptly and accurately submit all financial statements.
- d) The chapter must submit a yearly budget within the first month of classes or two semester budgets submitted within the first month of a given semester.
- e) Accounts payable must be less than five percent, which should be explained in practical business terms.

### 4. Recruitment

- a) The chapter must submit a documented recruitment program. The program should consist of a step-by-step description of the recruitment process.
- b) The chapter must submit an accompanying list of recruitment goals.

### 5. Pledge Education

- a) The chapter must submit a detailed, documented pledge education program. The program should consist of a step-by-step description of all activities associated with pledgship. All activities must be in accordance with the Magister's Guide.
- b) The chapter must submit a list of goals to accompany this section.

### 6. Administration

- a) The Grand Praetor, associate director of accountability or Headquarters staff must verify that the chapter has a functioning Executive Committee. The Pro Consul is responsible for maintaining officer manuals for each Executive Committee member. These must be made available for inspection at the request of the director of accountability or Grand Praetor.
- b) Include a copy of the chapter bylaws that are current and consistent with Fraternity Governing Laws.

### 7. Appointment of and visitation by Alumni Review Officer

- a) The chairman of CAMAC shall appoint an alumnus to serve as the alumni review officer. The alumni review officer should be removed from the chapter both emotionally and geographically and shall visit the chapter within 21 days of appointment. The alumni review officer will evaluate the group's performance and report on the following criteria:
  1. The chapter's plan for moving forward (next year's budget, goals and action plans)
  2. The quality of existing membership
  3. The degree of local Sigma Chi alumni support
  4. The chapter's approach and attitude toward social programs and alcohol



- issues
5. The relationship that exists between the campus administration and the chapter
- a. All costs associated with this visit (travel, lodging, food etc.) will come at the expense of the chapter.

## II. Part II Reorganization Requirements

1. **Updated Chapter Statistics Page**
  - a) The number of men initiated must be at least 75 percent of those pledged.
  - b) Total active undergraduate membership must be 30 or greater, and the list of names verified by the university.
2. **Public, Campus and Community Relations**
  - a) The chapter must conduct at least three projects of service to the campus, community, etc. which achieve a significant result.
  - b) Evidence (news releases, etc.) must be provided of the chapter's efforts to obtain favorable mention in college or community print or broadcast media.
3. **Campus Activities and Leadership and Faculty Relations**
  - a) A list of each member and their extracurricular activities must be enclosed.
  - b) The chapter must hold a faculty reception or dinner for the purpose of social, cultural or scholastic association with school representatives.
4. **Alumni Relations**
  - a) The chapter must publish and mail a newsletter to their alumni during each semester. The newsletter must be more than a one-page announcement and include information pertaining to alumni.
  - b) The chapter must conduct a formal program for inviting alumni to return for local chapter ceremonies and participation in special alumni-oriented events.
5. **Personal Responsibility**
  - a) The chapter must not be placed on any additional university probation at any time during the school year.
  - b) Include a letter from the Dean of Students or Fraternity Advisor stating that the group and its members enjoy a campus reputation that reflects positively upon Sigma Chi.
6. **Alcohol and Drug Awareness**
  - a) The chapter must have an alcohol and drug awareness program for both members and pledges.
  - b) Non-alcoholic beverages, as well as food, must be available at all social functions where alcohol is available.
  - c) Include a written outline of the alcohol and drug awareness program.



# Policy for the Process Prior to Consideration of Chapter Suspension

(Also see the following: [S7.03](#))

*Adopted by the Executive committee January 2006:*

Prior to the Executive Committee's consideration of a disciplinary suspension of a chapter's charter, except in cases requiring an emergency 45 day suspension, the Committee will require that the chapter undergo a member review within a 30 day period. Upon the receipt of the report of the member review committee, the Executive Committee will consider the ongoing viability of the chapter and the possible courses of action.



# Statement of Policy on Human Decency and Dignity

(Also see the following: [S3.18](#), [E6.01-1](#))

One of the objectives of the Sigma Chi Fraternity is the achievement of purposeful living, both in college and in the years that follow. Further, the Fraternity strives to promote leadership responsibility and instill the ideals of good citizenship.

Sigma Chi teaches and is committed to the principle that dignity, self-esteem and respect are the inalienable rights of every individual. Each brother shares the responsibility of preserving the rights of all brothers, pledges and guests at all times. The Fraternity does not condone any activity that is destructive, demeaning or abusive to anyone or any group nor does it condone any form of sexual harassment or personal degradation.

The Fraternity charges its members to live up to the expectations of the Ritual and to exemplify the ideals of friendship, justice and learning in their daily lives, and to hold their brothers accountable to these same expectations. As *The Sigma Chi Creed* states, we believe in fairness, decency and good manners, and we endeavor to so build ourselves and so conduct ourselves that we will ever be a credit to our Fraternity.

What others think of Sigma Chi is vital not only to our continued success, but to our survival as well. The reputation of Sigma Chi is at stake. None of us has the right to disregard the effect of our personal actions on our brothers or on our Fraternity.

Therefore, in any campus or community involvement, conduct becoming a Sigma Chi dictates courtesy regardless of another's background or beliefs. A Sigma Chi brother respects another individual's rights, just as he would wish his own to be respected.

Acts of verbal harassment, physical aggression or intolerance are unacceptable in the Sigma Chi Fraternity. If any brother or chapter is found engaging in activities unbecoming a Sigma Chi, this Statement of Policy on Human Decency & Dignity will be enforced. If necessary, actions leading to individual suspension or expulsion, or to the suspension or revocation of a chapter's charter, may be initiated to ensure compliance.

*This statement was adopted as official policy of the Fraternity by the Executive Committee in 1995.*



# Grand Consul's Statement on Volunteer Accountability

All Grand Officers have sworn to uphold the ritual of Sigma Chi and comply with its governing laws, and have promised to perform the duties of their respective offices. Founder Jordon's admonition to admit no man to membership who does not have "a deep sense of personal responsibility," among other qualities, applies even more so to those who accept leadership positions in the Fraternity. Officers who fail on a persistent basis to fulfill the duties of their office damage Sigma Chi by allowing our chapters to get off track, damaging the Sigma Chi experience for our undergraduates, or worse, allowing chapters to put our members and others at unnecessary risk. The Grand Consul, acting in the best interests of the Fraternity, and guided by Sigma Chi values, has the power to remove a grand officer from office. This authority comes without precondition or specific requirements. This statement is issued to provide information to Sigma Chi's Grand Officers and other international volunteers on the Grand Consul's Accountability Initiative. This statement does not create legal rights, criteria, or impose limitations on the Grand Consul's inherent authority. Rather, it outlines the Grand Consul's and Executive Committee's expectations for officer accountability with the goal of encouraging all Grand Officers to act in accordance with their oath of office and their duty to fulfill their responsibilities.

Except as provided below, the following steps will be followed for the 2013-15 term:

## OFFICER EXPECTATIONS

### *Elected Grand Officers:*

#### Grand Praetors

Each Grand Praetor or his duly appointed Assistant is required to make an annual visit to each chapter in the province; communicate with his chapters about completing their forms in a timely manner; appoint and coordinate the activities of chapter advisor(s); communicate with the chapters in his province who are not current with their bills; communicate with his chapters about regular submission of articles to the Magazine; prepare Annual Reports and review Peterson Applications; encourage chapters to send delegates to BLTW and encouraging chapter representation at Grand Chapter; conduct a Province Conference each school year; and appoint an undergraduate representative for the province to the Grand Council. Except in extenuating circumstances, the Grand Praetor should attend BLTW, the Annual Meeting of the Grand Praetors, and Grand Chapter / Grand Council.

#### Grand Trustees

The Grand Trustees are charged with advising Sigma Chi house corporations on best practices relating to chapter house management plus fund raising for chapter house construction/renovation and scholarship. While each Grand Trustee is assigned 2-5 provinces to oversee and respond to house corporation inquiries, certain Grand Trustees are specialists (legal, fund raising, real estate, etc.) and assist globally when those issues arise. The Grand Trustees provide house corporation resources and information by way of [www.TheSigHouse.org](http://www.TheSigHouse.org), a quarterly newsletter The Sig House and annual House Corporation Officers Training Seminar (HCOTS). The Grand Trustees should attend their own Annual Meeting, and Grand Chapter / Grand Council.

#### Other Elected Grand Officers

Other elected Grand officers are to perform the specific duties assigned to their office, as prescribed in the ritual.

### *Non-elected Positions*

#### BLTW Faculty Members

Service on the Balfour Leadership Training Workshop requires more than a three day commitment. Faculty members are expected to assist their team leaders in curriculum development and become thoroughly familiar with their Team's program in advance of BLTW. In addition, faculty members are expected to maintain periodic contact with the members of their discussion groups, and to participate in two or three activities with a local chapter in their home province, serving as a resource to the Grand Praetor and chapter advisors. The Balfour Leadership Operating Board, with the assistance of staff, shall monitor and enforce these requirements, and faculty members who fail without good cause to comply are not to be invited back to BLTW.

#### Horizons, Crossroads, Journeys, Mission 365, etc.

Volunteers with the educational programs of the Fraternity are expected to fulfill the expectations set by the coordinators of the respective programs.

## PROCEDURES

### *Grand Officers*

When the Executive Committee receives a complaint or has reason to believe that a particular Grand officer is not fulfilling his duties the following procedures will be followed, unless modified on a case by case basis by the Grand Consul.

The Chairman of CAMAC shall assign one or more committee members to conduct a preliminary investigation. No public announcement will be made that an inquiry or investigation is under way. Inquires will likely include (but not be limited to) evaluating whether the brother has failed, without good cause, to fulfill the designated duties for his particular office. The CAMAC inquiry will include checking with staff to see if they have received any



complaints and consulting with the Dean of the Praetorial College or the President of the Grand Trustees, and the respective officer's representative on the Executive Committee.

The inquiry may also include (but is not limited to) checking with staff to see if they have received any complaints, checking to see if the officer has attended BLTW, Grand Chapter/Council or his respective Annual Meeting; checking with House Corporations in that officer's assigned area to see if he has been communicating with them. The process for any other Grand Officer will similarly compare the officer's activities with the prescribed duties of his office.

If the preliminary investigation reveals that the officer in question may not have been fulfilling his duties on a regular and persistent basis, CAMAC will notify the officer that there is a question as to the performance of his duties. This notice will be by regular mail and by e-mail. A copy will be provided to the Dean or Chairman (if officer is a Grand Praetor or Grand Trustee) and Executive Committee. The officer will be asked to provide a response within 30 days concerning whether or not he has or has not been fulfilling his duties and asking that he provide specific examples. If there are extenuating circumstances which prevented the officer from fulfilling some or all of his duties, this should be explained in as much detail as possible. This portion of the process will remain as private as possible under the circumstances.

CAMAC will review the response from the officer and conduct any further investigations as may be necessary. When satisfied that sufficient facts have been gathered, CAMAC may do any of the following:

- (a) determine that no further action should be taken on the complaint;
- (b) work with the officer to develop a specific and measurable corrective action plan to remedy past deficiencies in performance (this is the preferred method of handling a valid complaint, but CAMAC should use its best judgment in evaluating whether a particular case warrants further action); or
- (c) make a recommendation to the Grand Consul that the individual be removed from office. The Grand Consul and the Executive Committee shall be advised in each of these three circumstances how CAMAC proposes to handle the complaint. A recommendation to the Grand Consul for removal shall be shared in summary form with the officer in question. The Grand Consul may accept, modify or reject any recommendation received from CAMAC.

If the CAMAC investigation results a recommendation for removal, the Grand Consul may undertake any consultations with CAMAC, the Executive Committee or others that he feels would be helpful in reaching a fair and appropriate decision. If the Grand Consul concludes that removal is the appropriate action, he shall ask the advice and consent of the Executive Committee. If ratified, there is no appeal from this decision.

In the event of a removal decision, the Grand Consul will determine how to inform the membership of the action and the scope of information to be released.

### ***Non-elected Positions***

#### ***BLTW Faculty Members***

The Balfour Leadership Operating Board, with the assistance of staff, shall monitor faculty members to verify compliance with their ongoing expectations. The team leader for each team (Consuls, Pro Consuls, *etc.*) shall have primary responsibility to assure that his faculty members are fulfilling their responsibilities. If the team leader believes that an individual faculty member has not fulfilled his responsibilities, he shall give the individual an opportunity to explain his actions and any mitigating circumstances. If the team leader concludes that the individual has not fulfilled his expectations, he shall inform the Chairman of BLOB and the individual may not be invited back the following year.

Even where a faculty member has complied with the obligations described above, this procedure is not intended to limit the discretion of the team leader or BLOB to make changes in the faculty invitation list from year to year, if such changes are deemed to be in the best interests of the Workshop. Compliance with faculty expectations does not necessarily guarantee an invitation to the following year's BLTW.

#### ***Other Volunteer Positions***

The Grand Consul and the Executive Committee charge the brothers who run the various educational and other volunteer programs of the Fraternity to hold their volunteers accountable, and to develop fair and reasonable procedures in the event that a volunteer is not fulfilling his expectations. If a corrective action program is not sufficient and the program leader makes a decision to remove a volunteer, that decision and a brief explanation shall be communicated to the Executive Director.



# Sigma Chi Fraternity Expansion Policies and Petitioning Procedures

## I. Introduction

The following information is the Sigma Chi Fraternity's Expansion Policies and Petitioning Procedures. This material is intended for use by all persons or parties interested in creating a Sigma Chi chapter. The Sigma Chi Fraternity is a long-established and well-respected fraternity, presently represented on more than 200 campuses throughout the United States and Canada.

In order to become the preeminent collegiate leadership development organization—aligned, focused, and living our core values—Sigma Chi strives to foster high quality undergraduate growth by ensuring quality representation at exemplary North American and International institutions. To accomplish this, it is the Fraternity's goal to install four (4) new chapters per year.

Throughout its years of existence, Sigma Chi has established a reputation of excellence. Sigma Chi has developed a thorough process for expansion. The Sigma Chi Fraternity expansion process has historically required a 12 to 16 month preparation commitment from groups interested in affiliating with the Fraternity divided into three stages, explained further in section V. The length of this process is not meant to be a strict requirement nor is it meant to discourage groups. Rather it is meant to be an estimate of the time necessary to develop and integrate new quality chapters into the Sigma Chi Fraternity. Some groups may be ready in less time and some may require more time in order to complete the expansion process.

The Sigma Chi Fraternity is enthusiastic to investigate opportunities for expansion and hopes that each expansion effort will be successful in accordance with its guidance and policies. In the interest of furthering this goal, the Executive Committee, at its sole discretion, may establish, amend, revise or rescind a set of Expansion guidelines and procedures. These guidelines and procedures shall be used by the expansion staff and the New Chapter Development Committee in their efforts to encourage, support, and supervise all expansion efforts that may exist within Sigma Chi.

## II. Expansion Policies

Although expansion is not a Fraternity requirement, it is the desired goal of Sigma Chi to inspire its healthy growth. Therefore, the Executive Committee, undergraduate and alumni chapters must approve the expansion of all new chapters.

In the interest of providing adequate support, the Fraternity will not allow more interest groups or petitioning local chapters to be active in the petitioning process at any one time than is deemed manageable by the New Chapter Development Committee with consideration to the staff and Fraternity resources available. There shall be no minimum or maximum number of chapters to be installed or reactivated in one academic year.

## III. New Chapter Development Committee

The New Chapter Development Committee (NCDC) shall be composed of nine members, three of whom shall be appointed by each newly elected Grand Consul for a four-year term to begin the first day of January following his election, two of whom shall be undergraduates or recent products of the NCDC process and shall be appointed by the Grand Consul for one year terms, and one of whom shall be appointed by the Grand Consul to act as chairman and hold office at the pleasure of the Grand Consul. All such appointments shall be made only with the advice and consent of the Executive Committee. (ECR 4.03-1)

## IV. Petitioning Procedures (Also see the following: [Governing Laws Article IV - Organization](#))

### A. *Approval of the Institution by the General Fraternity*

1. *Approved Institution.* The NCDC, under the direction of the Executive Committee, will review and approve colleges and universities at which the establishment of a Sigma Chi chapter is judged likely to be beneficial to Sigma Chi and the host institution. Institutions may be nominated by any interested Sigma Chi undergraduate or alumnus. Interested brothers should contact a member of expansion staff, who will forward the information to the NCDC. Approval will be determined by attaching appropriate weight to such factors as:
  - a. Grand Praetor consultation: a one (1) to five (5) rating with one (1) as unfavorable and five (5) as favorable.
  - b. Alumni Support: a one (1) to five (5) rating with one (1) as no interest or available support and five (5) as tremendous interest in supporting expansion effort.
  - c. Institutional support: a one (1) to five (5) rating with one (1) as antagonistic and five (5) as very supportive.
  - d. Suitability of Institution for successful Sigma Chi colonization (Based on such factors as):



- Percentage of men interested in fraternities; size and numbers of existing NIFC Fraternities; size of male student population; presence of Greek housing; selectivity; student retention; all men's GPA; all Greek GPA; all Fraternity GPA; potential for growth; etc.
- e. Other information as deemed important by the NCDC.
- 2. A *Declaration of Intent* (see Section V, Part C) may not be submitted until the NCDC has approved the host institution for the approved institution list.
- 3. Approved Institution Lists. An approved institution list will be maintained by the expansion staff as institutions are evaluated by the NCDC.

**B. Recruitment of Alumni Advisory Team.** (Also see the following: [S4.17](#))

The Grand Praetor will recruit and appoint a Chapter Advisor for the interest group or colony in accordance with Statute 4.17. The members of NCDC and expansion staff will provide the Grand Praetor whatever assistance or support he may request in fulfilling this task. An advisory team (preferably consisting of a chapter advisor, pledge advisor, financial advisor, recruitment advisor, scholarship advisor, risk management and faculty advisor) will be selected by the Chapter Advisor in conjunction with the Grand Praetor to oversee the Colony during its existence. Other advisors could include alumni relations and housing. The advisors team shall continue to give assistance upon the Colony's installation.

**C. Interest Group Status**

An interest group shall be considered one of the following:

1. Any group of persons established for the sole purpose of submitting a Declaration of Intent to the Sigma Chi Fraternity.
2. A local fraternity seeking affiliation with a national or international body. Prior to placement on the interest group list, the interest group must have the approval of the NCDC.

The interest group must also consist of students in good standing at an institution approved by the NCDC as an approved college or university (See Part A, Petitioning Procedures). Sigma Chi Headquarters shall provide the following items to designated interest groups:

1. *Orders.*
  - a. Two *Norman Shields*
  - b. Recruitment materials (50 brochures and one recruitment manual)
  - c. Copy of the Sigma Chi Fraternity's *Preparation for Brotherhood* pledge program
  - d. Copy of the Sigma Chi model bylaws
  - e. Two recent copies of *The Magazine of Sigma Chi*
  - f. Expansion Policies and Petitioning Procedures
  - g. Sigma Chi's Standard Operating Procedures Manual
  - h. Model Budget
2. *Presentations.* Presentations may be made to a local fraternity, interested students, the Interfraternity Council, or the institution's administration regarding the establishment of a Sigma Chi chapter at that college or university. This presentation may be made by a member of the Headquarters staff or by a Sigma Chi alumnus who has received approval by the NCDC to make such a presentation.
3. *Visitations.* Prior to the acceptance of a Declaration of Intent, expansion staff or an alumnus explicitly recruited by the NCDC, operating under the criteria provided by the NCDC, will conduct an onsite visit or conference call in order to give a full report to the NCDC.

*NOTE: Under no circumstances shall members of the Fraternity provide local pins, pledge pins, additional Norman Shields, manuals or other property bearing the name or trademark of the Sigma Chi Fraternity to an interest group. All necessary materials will be provided by the Headquarters staff in compliance with expansion policies.*

**D. Submission of Declaration of Intent:**

For the Declaration of Intent to be formally received by the NCDC, the group must submit the Declaration of Intent in Adobe Acrobat format (PDF) via email to Sigma Chi Headquarters. A member of the expansion staff will forward the file to the members of the NCDC.

1. The Declaration of Intent shall include:
  - a. Statement of Declaration of Intent (1 page)
  - b. Interest groups may propose an identifying name for their group but it must be cleared by the NCDC and given final approval by the Executive Committee at the time of the approval of the Declaration of Intent. Interest group names are limited to three Greek letters and must include "Sigma Chi" plus one additional Greek letter (e.g. Sigma Chi Beta, Omega Sigma Chi, etc.)
  - c. A list of active members and alumni of the interest group. The interest group should consist of at least 15 undergraduate members. This list shall include the full names, addresses, phone numbers, email addresses, years of graduation, majors of undergraduates/occupations of alumni, chapter position (if applicable), and signatures of every member on the list. The list must be verified by a college or university official.
  - d. The list of the names, addresses, phone numbers, email addresses, and signatures of the alumni advisory team of the interest group along with the advisory team position they will hold.



- e. Letter of acknowledgement from the university or college (provided the school officially recognizes fraternities). In the event the school does not recognize fraternities, the DOI should include a declaration page explaining the position of the school along with any supporting documentation (1 page)
  - f. Letter of support from the Grand Praetor (1 page)
  - g. Copies of the interest group's bylaws and policies. The bylaws shall include the interest group's criteria for declaring a pledge to be scholastically eligible for Initiation. The criteria shall include any scholastic requirement for Initiation imposed by the university or college. Depledging criteria must also be included in the bylaws.
  - h. A \$500 check for the non-refundable Declaration of Intent processing fee.
  - i. Statement by the interest group president that all members of the interest group have read, understand, and agree with the Fraternity Membership Commitment Statement, the Fraternity's Statement of Position Concerning Pledge Training and the Ritual, the Fraternity's Statement Concerning Alcohol and Drugs, the Fraternity's Risk Management Policy, and the Mission Statement.
  - j. *Proof of Liability Insurance.* Within 30 days after the submission of the Declaration of Intent, the interest group must provide proof of liability insurance coverage naming the Sigma Chi Fraternity as an additional entity insured in accordance with ECR 6.02-i-4.
2. *Interest Groups.* Once an institution has been approved by the NCDC, an interest group may submit a Declaration of Intent for review by the NCDC. The Declaration of Intent will be submitted following the above requirements including the following requirements:
- a. Interest group information explaining in detail its programs and operations (5 to 7 pages)
  - b. Local Alumni. The interest group's membership may include male alumni members, but these members will not be considered as part of the minimum number of members necessary for submitting a Declaration of Intent or Formal Petition. An alumnus member may be eligible for inclusion on the Declaration of Intent and Formal Petition if the following requirements are met:
    - i. Each alumnus must have been initiated into the interest group while he was a student at the college or university, or
    - ii. Each alumnus must have been initiated into the interest group as an alumni member prior to the submission of the Formal Petition to the Executive Committee. Alumni initiated under this provision shall be limited to those persons who have served or assisted the petitioning local in an active advisory and supportive manner over time, and who are not initiated into the interest group primarily for the purpose of becoming a Sigma Chi. A record of the involvement of all such alumni members must be filed with the Formal Petition and their inclusion individually approved by the Executive Committee, and
    - iii. Each alumnus must not have been a member of any other fraternity of like character to the Sigma Chi Fraternity, specifically fraternities that are members of the North-American Interfraternity Conference (NIC). This prohibition does not apply to membership in a local fraternity which is now seeking to be installed as a Sigma Chi chapter.

#### ***E. Acceptance of Declaration of Intent.***

The Declaration of Intent will be evaluated and voted on by the NCDC. A majority vote shall be required for acceptance of a Declaration of Intent. Following the approval of the NCDC, the Chairman of the NCDC will forward the Declaration of Intent to the Executive Committee for their approval. The director of expansion will notify the interest group of the NCDC's and Executive Committee's decision. If the Declaration of Intent is accepted, the interest group shall be referred to as a "Colony" of the Sigma Chi Fraternity. Approval of the Declaration of Intent by the NCDC and Executive Committee, will mean the following:

1. The Colony must complete the requirements listed in the Phase I and Phase II applications.
2. The Colony will be eligible to receive one to two visits per academic school year from an expansion staff member or an alumnus explicitly recruited by the NCDC. The Grand Praetor will also provide regular assistance to the petitioning local.
3. Each Colony will receive *The Magazine of Sigma Chi* on a quarterly basis.
4. The Colony will be eligible to receive printouts, labels and other computer services from Headquarters.
5. The Colony may purchase and receive supplies from Headquarters.
6. A *Norman Shield* and a pledge pin must be purchased from Headquarters for each member.
7. The Colony must file a Form 400A and pay the pledge fee on each of its new pledges 10 days after the Formal Pledging Ceremony. The Colony must also file a Form 400B for each new pledge class. These forms and instructions on filling them out will be provided by the Sigma Chi Headquarters staff upon request.
8. The Colony must pay appropriate Balfour Leadership Training Workshop fees.
9. The Colony must submit an annual budget to Headquarters.
10. The Colony must submit to expansion staff additional information as the New Chapter Development Committee deems appropriate.
11. The Colony must send a delegation of at least three members to the annual Balfour Leadership Training Workshop.



*NOTE: If the Colony falls short of the criteria or goals and expectations of the Grand Praetor and the New Chapter Development Committee, the Colony may be removed from the current list of colonies and lose their status wherever they are in the process.*

#### **F. Phase I Colony Status.**

The Colony shall immediately enter into a Phase I petitioning local status upon acceptance of the Declaration of Intent. During the Phase I process, which is anticipated to last four (4) months from the Declaration of Intent approval date and should include completion of a new academic term, the Colony must prepare and submit a Phase I Report. The Colony will submit monthly progress reports to an expansion staff member, so that he can ensure that the colony is on track to accomplish its requirements.

1. Fraternity Statistics
  - a. The number of men pledged must be at least 75 percent of those bid.
  - b. Total active undergraduate membership of the Colony must be at least 60 percent of the average fraternity chapter size or 20, whichever is higher.
  - c. The list of names must be verified by the college or university.
2. Scholarship
  - a. The Colony must adhere to and maintain the academic requirements of active members of the Fraternity in accordance with ECRs 3.07-1 through 4. The Colony must continue to adhere to and maintain those scholarship requirements for the length of the petitioning process.
  - b. The Colony should provide a brief explanation that outlines the scholarship programs conducted by the Colony for pledges and undergraduate members. This explanation should make specific mention of who participated in the programs and how the programs were conducted.
  - c. Grade statistics for semester(s)/quarter(s) completed during the academic year of the applicants must be included. These statistics must be compiled and verified by the institution. If the university or college will not release grade statistics, the local must submit:
    - i. A letter from the dean of students or Greek advisor if possible, stating that they do not release grades, and
    - ii. The Colony must then provide copies of each member's official grade report including the GPA in order to determine the colonies' scholastic standing.
3. Finances
  - a. The Colony must have an operating profit for the current year.
  - b. Delinquent accounts receivable must be less than five percent of the petitioning local's total membership charges (room, board, local dues, etc.).
  - c. The Colony must promptly and accurately submit all financial statements.
  - d. The Colony must submit a yearly budget within the first month of classes or two semesters' budgets submitted within the first month of a given semester.
  - e. Accounts payable must be less than 5 percent, which should be explained in practical business terms.
4. Recruitment
  - a. The Colony must submit a documented recruitment program. The program should consist of a step-by-step description of the year-round recruitment process.
  - b. The Colony must submit an accompanying list of recruitment goals.
5. Pledge Education
  - a. The Colony must submit documentation showing their use of the Fraternity's approved model pledge education program. The Colony must provide additional documentation for any additions or changes made to the model pledge education program.
  - b. The Colony must submit a list of goals to accompany this section.
6. Administration
  - a. The Grand Praetor or a Headquarters staff member must verify that the Colony has a functioning executive committee. The vice president (Pro Consul) is responsible for maintaining officer manuals for each executive committee member. These must be made available for inspection at the request of an associate director of expansion or Grand Praetor. The vice president is also responsible for facilitating officer transition after each election period.
  - b. Include a copy of the local chapter bylaws, which must be current and consistent with the General Fraternity's Governing Laws.
7. Website
  - a. The Colony must have a functioning website with posted information including, but not limited to: schedule of events, officer contact information, membership roster, recruitment information, etc.
8. Housing
  - a. Colonies will be required to have a house corporation board if they anticipate having a chapter house or other arranged communal living facilities. The house corporation is expected to assist the Colony in all housing-related matters, including insurance, financial management, legal, fundraising, and renovations and/or construction. The Fraternity realizes that in some cases campus housing projects or off-campus housing acquisitions are not possible due to local zoning



ordinances and/or regulations mandated by the administration. In such cases, it is recommended that university housing be pursued in the form of a dormitory for the use of fraternity members.

- i. College/university housing
  - (a) A letter from the university housing department stating it desires to provide the Colony with housing
  - (b) An outline of plans from the university regarding fraternity housing
  - (c) A current status report of the fraternity housing situation on the campus
- ii. Rental property/lease
  - (a) Written financial plans for acquiring rental properties
  - (b) A copy of the rental/lease agreement with the renter/leaser
- iii. New housing
  - (a) A copy of local zoning rules and regulations regarding multi-use housing
  - (b) Detailed plans for financing, constructing and/or remodeling a chapter house
  - (c) Include the names of the members of the house corporation, their chapter affiliation, and their chapters' names.
  - (d) Each house corporation will be required to incorporate itself as an official Sigma Chi Corporation in the state or province in which it is located. The house corporation must also provide a plan for the implementation of the General Fraternity's stated function defined below and include copies of the following:
    1. Articles of Incorporation;
    2. Current bylaws as presented in the *House Corporation Manual*;
    3. Recent liability and property certificates of insurance, if applicable;
    4. Recent financial statement; and
    5. A detailed plan outlining goals and objectives of the house corporation.

#### ***G. Brotherhood Retreat***

After the Phase I Report of a Colony has been received and accepted by the NCDC, the Colony will receive a brotherhood retreat facilitated by a member of the NCDC or other Sigma Chi alumnus designated by the chairman of the NCDC. The format of this retreat is available from Headquarters. Following the brotherhood retreat, the Colony shall submit a brief report to the Headquarters. The report should comment on the major topics discussed during the retreat.

#### ***H. Phase II Colony Status***

The Colony shall immediately enter into Phase II Petitioning Local Status upon receipt of written verification of Phase I completion from the director of expansion. During the Phase II process, which is anticipated to last four (4) months from written verification of Phase I acceptance and should include the completion of a new academic term, the Colony must prepare and submit a Phase II Report. They also will continue to submit monthly progress reports to an expansion staff member, so that he can again ensure the Colony is on track to accomplish its requirements.

1. Updated Colony Information
  - a. Include updates on any additions to programs that were already in place at the time of Phase I submission
  - b. Include updated membership information
    - i. Including documentation showing at least 30 undergraduate members verified by a university official
    - ii. Including documentation showing the Colony's membership retention since the acceptance of the Declaration of Intent
  - c. Include information on the Colony's updated grade statistics
  - d. Include information on the Colony's updated financial statistics.
2. Public, campus and community relations
  - a. Conduct at least two projects of service to the campus, community, etc., that achieve a significant result, and perform these projects on a continuous basis.
  - b. Evidence (news releases, etc.) must be provided of the Colony's efforts to obtain favorable mention in college or community print or broadcast media.
3. Campus activities and leadership
  - a. A list of each member and his extracurricular activities must be enclosed.
4. Faculty relations
  - a. The Colony must hold at least one faculty reception or dinner each school year for the purpose of social, cultural or scholastic association with school representatives.
5. Alumni relations (if applicable)
  - a. The Colony must publish and mail at least two newsletters to alumni each academic year. Each newsletter must be more than a one-page announcement and must include information pertaining to alumni.
  - b. The Colony must conduct a formal program for inviting alumni to return for local chapter ceremonies and participation in special alumni-oriented events.



6. Personal responsibility
  - a. The Colony must not be on any kind of probation at any time during the school year.
  - b. Include an explanation for any disciplinary action taken against an individual brother or pledge, as well as the Colony.
  - c. Include a letter from the dean of students or fraternity advisor stating that the Colony and its members enjoy a campus reputation which reflects positively upon Sigma Chi.
7. Alcohol and drug awareness
  - a. The Colony must host an alcohol and drug awareness program for both members and pledges.
  - b. Include a brief written outline of the alcohol and drug awareness program (Note: The Colony must comply with the Risk Management Foundation Policy on Alcohol and Drugs and the Sigma Chi Policy on Alcohol and Drugs as well as any applicable federal, state, local and university relations).

#### ***I. Termination of Petitioning Local***

The NCDC reserves the right to terminate the Colony's status as a Colony if it determines that the Colony has failed to uphold the standards of the Sigma Chi Fraternity or two years have transpired since the acceptance of the Declaration of Intent. A majority vote by the NCDC will be required for termination.

#### ***J. Submission of Formal Petition***

The Colony may submit a Formal Petition requesting that the Executive Committee consider it for installation into the Sigma Chi Fraternity only after such Colony has completed satisfactorily all of the criteria set by the Phase I Report, and received written verification of acceptance of its Phase II Report.

1. *Contents of the Formal Petition.* The Formal Petition shall include, and will not be approved unless it includes, the following:
  - a. Letter of Formal Petition (one page).
  - b. A \$500 check for the non-refundable petitioning fee.
  - c. Updated Colony information, including the number expected to graduate at the end of the semester. This should include updates of all programs and policies (5-7 pages).
  - d. A list of undergraduate members and alumni of the Colony. The Colony must consist of not fewer than the average fraternity chapter size or 35, whichever is higher, undergraduates who are currently enrolled in the host institution as students and in good standing, as defined by the host institution. Further, this membership requirement must be maintained at the time of the installation. If there are fewer than aforementioned undergraduates currently enrolled, the installation may be delayed until the local meets the aforementioned membership requirement. This list shall include:
    - i. Full names
    - ii. Addresses, phone numbers, and e-mail addresses
    - iii. Years of graduation
    - iv. Majors of undergraduates
    - v. Occupations of alumni
    - vi. Signatures of every member on the list with written verification by a university or college official that all information pertaining to the undergraduate members is current. In the event that the University does not recognize fraternities, the colony will provide official copies of grade reports and current registration for each individual member. (1 page)
  - e. Letter of acknowledgement from the university or college (1 page).
  - f. Letter of support from the Grand Praetor (1 page).
  - g. Letter of support from the Sigma Chi alumni chapter(s) that has been working with the petitioning local (one page per letter).
  - h. Letter of support from the house corporation (1 page).
  - i. Letter of support from the chapter advisor (1 page).
  - j. Letter of support from each undergraduate chapter in the province. This letter shall be solicited by the Grand Praetor upon completion of the Formal Petition. These letters must be received prior to the Executive Committee meeting (1 page per letter).
  - k. Verification of an established house corporation and compliance with housing requirements if applicable (appropriate documents, such as non-profit organizational status).
  - l. Written verification from a financial institution that the Colony currently has \$5,500 in a savings account when the Formal Petition is submitted to the Executive Committee for installation expenses (1 page).
2. *Procedure for Submitting the Formal Petition.* The Colony will present their formal petition on their Web site. A link to the Colony's Web site will be sent to each member of the NCDC and the Executive Committee, and the Colony will email their Formal Petition to the expansion staff. The NCDC and the Executive Committee should be provided this information by the expansion staff as soon as it is received. Once NCDC has reviewed the Formal Petition and made its recommendation, the Chairman of NCDC will forward the NCDC's recommendation to the Executive Committee for their review and final determination.



3. *Eligibility.* Only those members and pledges of the Colony whose names are submitted with the Formal Petition and approved by the Executive Committee shall be eligible for Initiation as charter members of the newly installed Sigma Chi chapter. To be eligible for Initiation, each member and pledge of the Colony must meet the following applicable criteria:
  - a. Each undergraduate member must currently be a bona fide male student in good academic standing, not enrolled for the sole purpose of establishing membership eligibility, at the college or university specified in the Formal Petition;
  - b. Each undergraduate member must meet the academic requirement for Initiation as stated in ECR 3.07-3;
  - c. Each undergraduate member must have successfully completed the Colony's pledge program, which must be modeled after the pledge program in the Magister's Guide; and
  - d. Each undergraduate member must have passed the Fraternity's Official Pledge Examination.
  - e. Each alumnus must have completed the Colony's pledge program while he was a student at the college or university; or
  - f. Each alumnus must have served or assisted the Colony in an active advisory and supportive manner over time. A record of the involvement of all such alumni members must be filed with the Formal Petition and their inclusion individually approved by the NCDC or Executive Committee.
  - g. Each undergraduate and alumni member shall be current in all financial obligations to the Colony and Sigma Chi Fraternity, including any Colony dues and Fraternity pledge and initiation fees and semi-annual dues;
  - h. Each undergraduate and alumni member must not be or have been a member of any other fraternity of like character to the Sigma Chi Fraternity, specifically a fraternity which is a member of the North-American Interfraternity Conference. This prohibition may be waived by the Executive Committee. This prohibition is not applicable to membership in the Colony fraternity which is petitioning for a Sigma Chi charter
  - i. Each undergraduate and alumnus member shall meet the standards of membership set forth by Founder Isaac M. Jordan, namely, that no man shall be admitted to membership who is not believed to be: a man of good character, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, and having a high sense of honor and a deep sense of personal responsibility.

#### ***K. Acceptance of Formal Petition***

Formal Petitions submitted for acceptance may be voted upon by the Executive Committee following a thorough review by the NCDC and a positive recommendation. The NCDC shall evaluate the Colony based on the Formal Petition and supporting materials, as well as the benefit to the Fraternity of admitting this Colony and its members into the Sigma Chi Fraternity. The expansion staff will notify the Colony of the Executive Committee's decision.

In the event that the petition is not accepted, the expansion staff shall provide the Colony with an explanation of its decision in writing. This explanation shall include a summary of those areas of operations in which the Colony is deemed to be deficient. The Colony may have until the second regularly scheduled Executive Committee meeting following this decision to resubmit its Formal Petition if requested to do so by the Executive Committee. In the event that a Colony, after the Formal Petition has been accepted by the Executive Committee, but before the vote of undergraduate and alumni chapters, fails to continue to meet the Expansion Policy criteria, it may be subject to another vote by the Executive Committee.

#### ***L. Submission of Colony Web site***

As soon as the Formal Petition has been accepted by the Executive Committee, the Colony shall send Sigma Chi Headquarters a link to its Web site. The Web site will present the completed Formal Petition, along with a representative picture of the active membership, its chapter house or lodge, if applicable, and any additional pictures which appropriately portray the life and activities of the Colony. It shall also include a statement requesting that the undergraduate and alumni chapters of the Sigma Chi Fraternity vote in favor of acceptance of the Colony's request for a Sigma Chi charter.

#### ***M. Installation Procedures***

NCDC, in conjunction with the Executive Director and Grand Praetor, will submit a proposed installation date to the Executive Committee. The Grand Consul shall serve as the chief installing officer when available, or should appoint a replacement, and will appoint honorary installing officers. The Grand Praetor will appoint the installing chapter(s). The Executive Committee will designate the new chapter's Greek letter name based on the precedent of following the Greek alphabet in its normal sequence. The Executive Director will assign the expansion staff or an explicitly recruited alumnus to serve as the Installation Director.

#### ***N. Facilities Inspection***

The Installation Director will make an evaluation of the installation facilities and the Colony. At this time, the Installation Director will make arrangements for the Installation Week, installation ceremonies, and the



installation banquet. The Installation Director may recommend a delay in the installation date to the chief installing officer if appropriate facilities cannot be secured or if the Colony no longer meets the petitioning requirements, or has deceived the Executive Committee during its development.

#### ***O. Preparation for the Installation Program***

When the installation date has been finalized, the Colony is responsible for arranging the printing of an installation banquet program. The program shall include the banquet schedule, a list of the installing officers, the new chapter's charter members (both undergraduate and alumni), the installing chapters, and the Headquarters staff involved in the I-week and installation. The Colony shall coordinate the completion of the installation banquet program with the installation director. It is the responsibility of the Colony to pay for the installation banquet program.

#### ***P. General Fraternity Forms and Fees***

1. *Pledge Forms and Fees.* To be eligible for Initiation, a member must be current in all financial obligations to the Colony and to the Sigma Chi Fraternity. If all the appropriate forms (Form 400A and Form 400B) and fees are not received by the Headquarters at least 30 days prior to the proposed start of the I-week, such I-week and the subsequent installation may be delayed by the chief installing officer.
2. *Initiation Report.* At least one month prior [minimum 21 days] to the proposed installation ceremony, the Magister of the Colony is responsible for completing the Request for Initiation (Form 400C), available online at [www.sigmachi.com/chaptersystem](http://www.sigmachi.com/chaptersystem) and submitting the required Initiation fees in accordance with Statute 5.09. The Colony's online username and password can be obtained from Sigma Chi Headquarters. This report must include the names of all Colony members who will be participating in the installation ceremonies. To be eligible for Initiation, each member must be in good standing in all aspects with the host institution. The Request for Initiation (Form 400C) must be submitted at least two weeks prior to the Initiation ceremonies. If the Request for Initiation (Form 400C) is not received by the Headquarters two weeks prior to the proposed start of the I-week period, the installation may be delayed or halted by the chief installing officer.
3. *Ritualistic Paraphernalia.* At least two weeks prior to the beginning of I-week, the Colony shall submit to the installation director the amount of \$5,000 as payment for the Ritualistic paraphernalia and installation costs in accordance with ECR 4.03-1.g. The Ritualistic paraphernalia used for the installation ceremonies shall be the property of the newly installed Sigma Chi chapter.

#### ***Q. I-week***

The installation director, with the assistance of other Headquarters staff members or alumni approved by the NCDC, will conduct an I-week in which every undergraduate Colony member must participate. Alumni members of the Colony are not required to participate in the I-week, but they are encouraged to do so.

#### ***R. Installation Ceremonies and Ritual Director***

The chief installing officer (Grand Consul or his appointee), after consulting with the Grand Praetor and the installation director, shall appoint a Ritual director to supervise the installation ceremonies. The Ritual director shall oversee the performance of the Ritualistic portion of the initiation ceremonies by the installing chapter(s) of the province. The Ritual director should be appointed and in place at least one month prior to the proposed installation. He should work closely with the installing chapter(s) to ensure proficiency with all aspects of the Ritual. The ceremonies shall be conducted in compliance with the Sigma Chi Fraternity Ritual, Ritualistic statutes, constitution and Fraternity Statement of Position Concerning Pledge Training and the Ritual. Any issues arising out of the I-week or the installation ceremonies shall be brought before the chief installing officer, who shall have the authority to make decisions if such issues are not covered in the above mentioned governing laws of the Fraternity. Upon completion of the installation ceremonies, the members of the Colony shall be members of the Sigma Chi Fraternity and the Colony shall become an active chapter of Sigma Chi.

#### ***S. Installation Banquet***

The newly installed Sigma Chi chapter shall be responsible for hosting an installation banquet to be held in conjunction with the installation ceremonies. The installation director shall provide assistance to the chapter in preparing and conducting the installation banquet. At this banquet, the newly installed chapter shall receive its charter and commendations as appropriate. The chapter shall also be responsible for arranging a photographer for the installation banquet.

#### ***T. Post-Initiation Training (P.I.T.)***

The installation director will conduct a Post-Initiation Training session on the day following the installation ceremonies. At this session, the installation director shall conduct the first chapter meeting of the newly chartered chapter, at which time all Ritualistic officers shall be installed unless previously installed through the chartering ceremonies outlined in the Ritualistic statutes. Subsequent chapter meetings of the newly chartered chapter shall be conducted under the direction of the chapter's officers in accordance with the Sigma Chi Ritual, Ritualistic statutes, constitution and the Fraternity's Statement of Position Concerning Pledge Training and the Ritual.



***U. Post-Installation Support***

In the first year after installation, the chapter will be eligible to receive one or two visits from Headquarters staff members or alumni explicitly recruited by the NCDC. One visit could be scheduled to occur during the next I-week, and the other could occur after elections so that a proper officer transition can be facilitated. This visit would also serve as a continuation of Post-Initiation Training.

***V. New Chapter Initiative***

New Chapter Initiative is a new expansion program that intends to establish new Sigma Chi chapters at worthy universities, encouraging the growth of the Fraternity. The program involves the onsite recruitment and organization of male students who embody *The Jordan Standard*, conducted by two Headquarters staffers with the assistance of local alumni and the approval of the host university.



# Sigma Chi Fraternity Reactivation Procedures and Guidelines

## ***Important Distinction***

A distinction shall hereby be made between a chapter eligible for rehabilitation and reactivation. The requirements to be eligible for rehabilitation will be as follows:

## ***Rehabilitation***

- A. The Executive Committee must have received express written permission from the host institution, granting permission to reestablish the chapter.
- B. The Executive Committee must receive the invitation from the host institution to return in a period of less than three years from the date of suspension.
- C. A chapter that qualifies for rehabilitation will be rehabilitated under the guidelines of the *Policy for Rehabilitation of Suspended Chapters*, available in the Standard Operating Procedures Manual.
- D. The chapter will be rehabilitated at the direction of the Chapter and Member Accountability Committee (CAMAC) and Executive Committee (EC).

## ***Reactivation***

In the instance that Sigma Chi Fraternity acquires an invitation to return to the host institution in a period of more than three years from the date of suspension, the chapter will be reactivated under the following *Reactivation Procedures and Guidelines*.

## ***A Note About the Reactivation Procedures***

The reactivation procedures—that is, the procedures with which to reactivate a suspended or inactive charter—is, with several exceptions, identical to the standard expansion procedure. Therefore, the Reactivation Procedures and Guidelines are almost identical to the Expansion Policies and Procedures. For that reason, only those aspects of the policy unique to the reactivation of chapters are reproduced below. For more information on the expansion procedure, please refer to the Expansion Policies and Procedures.

## ***Reactivation Procedures***

### a. Approval of the Institution by the Fraternity

The New Chapter Development Committee (NCDC) will review and approve colleges and universities at which the reactivation of a Sigma Chi chapter is judged likely to be beneficial to the General Fraternity. The approval of an institution shall be determined by attaching appropriate weight to such factors as:

1. *Earliest date of return.* The process to begin selecting new members for a reactivation group cannot begin until all members of the suspended chapter have either left the institution or five years have passed, whichever comes first. Exceptions to the date of return policy may be made by the Executive Committee.
2. *Causes of the chapter's charter suspension.* If the causes are not a result of irreversible external factors (i.e. environmental circumstances) then there must be an investigation to determine if any conditions were established by the Fraternity prior to the chapter qualifying for reactivation.
3. *Outstanding debt.* All outstanding debt for semi-annual dues, pledge and initiation fees must be paid in full to the Fraternity along with any outstanding debt to vendors, businesses and loan services. This outstanding debt will be paid by alumni. A specific plan outlining how and when this debt will be paid must be submitted.
4. *Grand Praetor consultation.* Determine if the Grand Praetor is in favor of returning to the institution.
5. *Approval of the college or university.* Determine if the institution provides an acceptable environment for Greek organizations. Evaluate the recent success or trends within the existing Greek environment. Give special attention to ongoing disciplinary situations affecting existing Greek organizations.
6. *Alumni chapter.* Determine if there is a functioning Sigma Chi alumni chapter willing to sponsor and support the reactivation.
7. *Investigating report.* After the NCDC receives the investigating report from the expansion staff, the committee shall consider the desirability of reestablishing Sigma Chi at the school, giving primary consideration to the chances for the chapter's success in terms of the school's environment and in view of the potential for a repeat of the problems that originally led to the charter suspension. A majority vote by the Executive Committee shall be required to approve moving any further with the reactivation process.
8. *Prioritization.* The selection of institutions that previously hosted a Sigma Chi chapter will be given special consideration.

### b. Ritual Paraphernalia Purchase



At least six weeks prior to the beginning of I-week, the Colony shall submit payment to the Fraternity Headquarters in the amount of \$5,000 for payment of Ritual Paraphernalia. In the event that the Colony or its alumni are still in possession of prior ritual paraphernalia, the Grand Praetor will need to inspect these items in order to determine whether or not they are in suitable and acceptable condition. If he determines that some or all of these items are acceptable, the Colony may petition the Executive Committee for an exemption from the requirement to purchase new items. Any exemptions will be at the explicit consent of the Executive Committee and will reduce the \$5,000 Installation Fee by a proportionate amount.

## Policy for the Rehabilitation of a Suspended Chapter

### Preamble

Applicable to those suspended chapters with undergraduate members who remain on the host campus at the time of the proposed rehabilitation, and only if the host institution gives in writing an authorization for the suspended chapter to return to campus.

- a. The members of the chapter at the time of its suspension must undergo a strenuous and complete member review supervised by the Grand Praetor with subsequent review and action by the CAMAC (Chapter and Member Accountability Committee) and the full Executive Committee as necessary or required, including the expulsion of members found culpable. The CAMAC and the EC act expeditiously upon the recommendations of the review board. The host institution is to be kept apprised of this activity.
- b. Upon the conclusion of the member review (and the 45 day suspension already having been exceeded), the chapter can then be returned to Type D Show Cause status for a period of at least one year, with quarterly reports due the CAMAC based on the Part II Reorganization Requirements, and thereafter be subject to further probationary statuses as determined by CAMAC and the Executive Committee.
- c. The chapter must comply in full with the host institution's requirements with respect to their return to campus.
- d. At the discretion of the EC, the chapter may be allowed to initiate its prior pledges under the direct supervision of its Grand Praetor.
- e. That the above be performed in coordination and consultation with the administration of the host institution.
- f. That, prior to the public announcement of this change, the Fraternity and the host institution coordinate a joint press release after private consultation and agreement with the appropriate steps and dates of mutual compliance with standards and the requirements of both entities (the host institution and the Fraternity via its Executive Committee)
- g. The chapter, once restored to probationary status, would not be able to recruit new members until these requirements are satisfied.
- h. That, without a waiver granted by the Executive Committee, the chapter house and its grounds be alcohol free.
- i. That the chapter be responsible for any and all costs of CAMAC or Praetor-directed visits for supervision purposes.
- j. That the chapter be placed under the direct guidance of an Alumni Advisory Committee which will be responsible to the host institution and the Fraternity through its CAMAC and Executive Committee. That the Grand Praetor appoints the Alumni Advisory Committee in consultation with CAMAC.



# Grand Quaestor Financial Policy

## Purpose

The purpose of the Grand Quaestor's Financial Policy is to assist with ensuring that proper business practices, procedures and protocols are followed within our organization. The Grand Quaestor is elected and charged with the general oversight and soundness of the Fraternity's financial condition. It is also each and every brother's personal responsibility to carry out and conduct the business of the Fraternity in a prudent and proper manner. The Grand Quaestor will issue certain policies and guidelines to assist in clarity, understanding and adherence to the appropriate execution of business operations within the Fraternity. Where appropriate, various other fraternal entities such as the Executive Committee, the Audit Committee, the Investment Committee and others may request additions to the Grand Quaestor Policy Positions and/or may endorse items to provide further clarification and direction. The following policies are not necessarily designed to be all encompassing and complete but will be added to, and revised, on an ongoing basis to meet the ongoing needs of the Sigma Chi Fraternity.

W. T. Geddings, Jr. - Grand Quaestor

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## Policy

- I. The financial activities and affairs of the Fraternity shall be conducted in full adherence to the basic ideals and teachings found within our Ritual. The principles of integrity, fairness and rectitude shall transcend our every financial transaction. We will strive to live prudently within our means and be trustworthy in our business relations.
- II. As Sigma Chis, we share and entrust the care and keeping of our Ritual with all brothers. In the same spirit, we shall share and entrust the financial management and sound utilization of our financial resources with each brother. All financial records will be available to all members and we will conduct business in an open and transparent manner.
- III. Adherence to generally accepted accounting principles will be maintained, and periodic internal and independent audits will be utilized to verify full compliance.
- IV. The contracting or obligating of the Fraternity or any of our entities to any financial obligation, contract for goods or services or commitment for financial payments in excess of \$2,500 will only be done with the written approval of the Executive Director, the Grand Consul, the Grand Quaestor or a designate as these individuals so specifically authorizes.
- V. Financial transactions involving the Fraternity and any related entity must be reviewed by the Audit Committee, legal counsel and the Executive Committee to ensure that proper consideration is given to the implications of such transaction and that proper due diligence and disclosure is conducted.
- VI. While the Fraternity does engage in business transactions with members and recognizes the benefits of doing so, any business transaction as defined as the exchange of money for goods or services other than reimbursement of expenses as allowed and appropriately approved pursuant to the Governing Laws and the Grand Quaestor's Expense Policy must be conducted above reproach. Members, elected or appointed, who conduct business transactions with the Fraternity cannot hold positions of service, volunteer or otherwise, nor have any part in the decision making or budget control for areas in which they are transacting business.



# The Grand Quaestor's Expense Guidelines

The Sigma Chi Fraternity greatly appreciates the volunteer efforts of many brothers who carry out the mission of our organization. The time, talents and treasures contributed by our volunteers is truly an invaluable resource. To operate the Fraternity, we rely upon the generosity of brothers in many ways. We recognize that taking time away from family and business matters in order to perform services on behalf of the Fraternity is a significant and valuable commitment. Those efforts could never be fully compensated. It is our desire to attempt to assist with some of the basic costs for those who perform services on behalf of the Fraternity. We also recognize that many volunteers perform services and expend personal funds without ever seeking financial reimbursement. We thank you for that tremendous generosity.

It is each brother's personal responsibility to help the Fraternity operate in a financially sound manner. The economical use of available resources is a basic need that requires the assistance of every brother. By accomplishing this task, we can do more with what we have. Your assistance in following the expense guidelines as detailed below is greatly appreciated.

W. T. Geddings, Jr. – Grand Quaestor  
Revised as of July 30, 2011

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Members of the Executive Committee, the Grand Praetors, the Grand Trustees, the Leadership Training Board and the Headquarters Staff receive reimbursement for expenses incurred while serving the Fraternity in an official capacity. In addition, undergraduate members of the Grand Council receive reimbursement when attending meetings of the Grand Council as authorized and approved by the Executive Committee's approved budgets.

Each year the Executive Committee approves a budget which allocates those financial resources to the various operations and activities of the Fraternity. Because there are insufficient resources to fund all Fraternity operations, a priority is established which often limits funds available for those operations, and in too many instances denies or eliminates funds for some projects or operations.

A budgeted allocation of the Fraternity's financial resources should NOT be considered a mandate to fully expend those resources. The budget allocation should be considered a first option to use those funds but only so much as is necessary to fulfill the successful completion of the project or operation. Funds should be conserved, and any unused funds made available to the General Fraternity for use in other areas or activities. Unexpended budgeted funds expire at the end of the accounting period and are not carried forward.

Elected and appointed volunteers are fiduciaries of the funds entrusted to them, for the benefit of the total membership and the Fraternity. As fiduciaries they are obligated to champion those financial resources and expend those resources prudently and economically.

Pursuant to the governing laws (Statute 4.16), the Grand Quaestor must approve all expense reimbursement requests or he may empower the Executive Director to act in his stead.

All other expenses incurred other than outlined in this policy must have the approval of the Executive Committee and/or the Grand Quaestor.

## Airfares

Air travel must be made at the lowest possible fare, and the ticket booked at least 21 days prior to departure. The total cost of the ticket must not exceed \$400 unless prior approval has been granted by the Grand Quaestor or his designee. The lowest possible fare will not consider any fare which requires the traveler to leave his home before 7:00 AM nor arrive back at his home after 11:30 PM, although a traveler is free to consider those options if he wishes. Any variation from this guideline must be approved in advance by the Grand Quaestor or his designee.

The Fraternity encourages the use of the Fraternity's owned travel agency Blue and Gold Travel for all air travel arrangements. The Fraternity's authorized travel agent is provided as a convenience to our volunteers and members. Use of the agency does allow for direct billing to the Fraternity of the travel expenses. The utilization of the travel agency is; however, optional as it is recognized that there may be cost savings and travel discounts achieved by booking flights through other means or directly with air carriers. The Fraternity encourages each brother to watch for these specials and to make early arrangements for known travel needs and to advise our authorized travel agency of any special airfare program available. It is each brother's personal responsibility to seek out the most economical means of travel, and if flights are booked directly, the brother needs to timely file an expense reimbursement request with appropriate documentation of the advance 21-day purchase. Should individuals not follow the travel guidelines, future reimbursement privileges may be restricted.

It is also the responsibility of the various committee and meeting chairmen, as well as budget owners, to review and monitor the travel costs of respective participants and to maintain overall expenditures within their allocated budget.



### **Privately Owned Automobile**

The rate per mile for reimbursement is \$.25. *Rental cars are not an allowable expense without the prior approval of the Grand Quaestor. In the event that reimbursement for the cost of a rental car has been approved, the General Fraternity will only reimburse the base cost of the automobile and assumes no liability for the operation of the motor vehicle.*

### **Other Travel Costs**

Other reimbursable costs of travel include: transportation to and from airports by bus or taxi and long-term parking. Brothers are encouraged to use the most economical means of this travel related cost.

### **Lodging**

Brothers entitled to reimbursement will share a room with other equally entitled Brothers. In those cases where a Brother prefers to occupy a room alone, the difference between the single rate and one-half of the double rate will be the responsibility of that Brother. Please contact Headquarters to coordinate room assignments. The booking of hotel rooms should be coordinated through the Fraternity's Director of Conference Services and group rates and conference discounts should be utilized. Lodging should be at the most economical locations consistent with safety and accessibility. Transportation to and from any necessary airport should be duly considered both for the cost of the transportation to and from the airport and the time required to travel to or from the airport. Preference should be given to lodging that includes a shuttle to and from the airport when air travel is involved in the meeting. The Fraternity will not cover lodging expenses exceeding \$115 per night without the prior approval of the Grand Quaestor or his designee.

### **Meals**

The cost of individual meals will generally not be reimbursed. However, it is recognized that various functions and meetings utilize working meals and breaks. If approved within the respective meeting's budget, the cost of such working meals can be approved by the meeting chairman and authorized budget owner. Paid meals should be limited to those necessary for the efficient implementation of the meeting or event. No individual may exceed \$40 per day in the cost of their meals without prior approval by the Grand Quaestor.

### **Executive Committee**

The Executive Committee's travel budget is for travel to Executive Committee meetings only, and is determined with anticipation that at least one of its meetings will be held at Headquarters (or central location) annually. No reimbursement will be granted to another Grand Officer to attend an Executive Committee meeting unless he is specifically invited and the Executive Committee has agreed in advance to pay his expenses.

### **Grand Consul**

The travel expense budget of the Grand Consul is prepared with the anticipation that he, or his designate, will serve as the Fraternity's official representative at significant Fraternity events. When the Grand Consul is unable to accept an invitation to a Fraternity event, he may designate another Grand Officer to serve as the Fraternity's official representative. That other officer's proximity to the event should be taken into consideration when designated. His expense reimbursement requests will be approved by the Grand Quaestor.

### **Grand Trustees**

The Board of Grand Trustees has budgeted amounts to conduct an annual meeting in addition to their Grand Chapter/Grand Council sessions. This meeting is budgeted with the anticipation that it will be held at the Headquarters or another central economical location. Individual trustees may receive travel reimbursement for specific committee assignments or specialized consulting in the areas of housing, development, mortgage, financing, and related matters. The Chairman of the Grand Trustees will review and monitor expenditures of his Board and maintain overall expenditures within budget allocations.

### **Grand Praetors**

Grand Praetors are allowed reimbursement for activities as specified in their duties of office and within their respective provinces. Grand Praetors may be reimbursed for one visit per year to each chapter in his province, unless the Executive Committee specifically requests additional visits. Grand Praetors are encouraged to communicate frequently with their chapter officers and advisors, house corporation officers, alumni officers, and others who serve in support roles to the chapters of the province to supplement actual chapter visits. Expenditures outside the province must be authorized at least 21 days in advance by the Grand Quaestor. Allowable expenses for the Grand Praetors are travel and lodging and all expense guidelines for these costs should be followed. Assistant Grand Praetors are not elected Grand Officers and their expenses are generally not reimbursable. Exceptions can be made with the prior approval of the Grand Quaestor. The Dean of the Praetorial College will review and monitor the expenses of the Praetorial College and maintain the overall expenditures within budget allocations.



## Province Conference Workshop

A Province Conference/Workshop is expected to be self-sustaining. Delegate registration fees should cover the cost of meals, facilities, special materials, and lodging for everyone, including members. The cost of travel, lodging and other expenses for the Grand Praetor of the province is reimbursable. Any other expenses must be approved 21 days in advance.

The General Fraternity budgets \$400.00 per province to assist with each Province Conference (this amount is in addition to the cost of the Praetor's attendance). These funds are to be used for expenses incurred in conjunction with conducting the event and can only be requested by the Grand Praetor. If a Grand Officer or member of Headquarters staff is invited to a province conference as a speaker, the delegate registration fees and not the General Fraternity should cover his expenses. When inviting a Grand Officer or member of Headquarters staff to attend a province conference, the Grand Praetor or organizer should discuss the issue of reimbursement of the Officer or staff by the province to avoid any miscommunications.

Provinces that participate in the Cornerstone Mentor program are also eligible for additional funds. The specific amount of funds will vary depending on the province size. Each Grand Praetor eligible to receive Cornerstone Mentor funds is encouraged to access those funds.

## Grand Chapter

An incumbent Grand Officer receives reimbursement for his travel to the Grand Chapter even if he is not reelected. The expenses of a new or reelected Grand Officer are covered from the date he is sworn into office. The Fraternity will reimburse in accordance with the Travel Policy set forth herein and the General Fraternity will reimburse Grand Officers for 50 percent of the double room rate for hotel costs.

## Grand Council Meeting

Elected Grand Officers and undergraduate representatives (one per province) to the Grand Council receive reimbursement for their travel and lodging associated with the meeting. Meals will generally be provided on-site during the meeting. Attendees must be present for the entire meeting to receive any reimbursement. Undergraduate Grand Council members do not receive reimbursement for expenses incurred at the province level outside of attending Grand Council.

## Leadership Training Board

The Leadership Training Board members receive expense reimbursement as allowed in their annual budget approved by the Executive Committee. The Chairman of the Leadership Training Board is responsible for monitoring, reviewing and maintaining overall expenditures within that allocated budget.

## Other Committees

Committee chairmen must seek approval of the Grand Consul and the Grand Quaestor in advance for any expenses to be incurred. Each chairman should endeavor to minimize the expense of his committee and is responsible to review and maintain expenditures within their allocated budget.

## Headquarters Staff Visitation

The travel expenses for members of the General Fraternity Headquarters Staff are the responsibility of the Executive Director and are subject to review by the Grand Quaestor. Undergraduate chapter visitation for the regular staff is an expense of the General Fraternity. However, chapters designated to receive additional discipline-related visits by staff may be required to bear the cost of such visits. In addition, special "need-based" visits, as requested by the Grand Praetor or the Executive Committee, may be charged to the chapter visited. Such request for this type of travel must be detailed in writing and made directly to the Executive Director by the Grand Praetor well in advance of the proposed visit.

## Other Matters

Sites selected for committee or board meetings away from Headquarters should be made only after comparability analysis of costs and expenses for all persons attending the meeting have been performed by the Fraternity Conference Services. Consideration should be given to availability of special rates or hosted accommodations, as well as occurrences of Fraternity events at the meeting location. Event planners should consider if individual billing versus master accounts would provide the most economical payment arrangement for any particular meeting and group.

In the event an individual traveling for the Fraternity decides to use his own frequent flyer miles or hotel points, the Fraternity will not be able to reimburse expenses based on the use of those rewards.

In the spirit of Sigma Chi's Alcohol and Drug Policy, the General Fraternity will not reimburse or pay for any alcoholic beverages under any circumstances.



### **Mechanics of Rendering Expense Accounts**

Expense reimbursement requests should be timely submitted after each travel event and within 30 days of actual expenditure. All expense reimbursement requests are to be submitted to the Executive Director. Failure to submit receipts may result in requests being delayed or denied. Receipts for hotel and airline expenses must be attached in all cases. Should individuals not follow the expense guidelines, their reimbursement privileges may be restricted.

The expense reimbursement request forms have a column for listing total expenses, a column for amount of reimbursement being requested, and an opportunity to make a contribution to the Sigma Chi Foundation. Contributions to the Sigma Chi Foundation are tax deductible and, as such, provide an opportunity to reduce your overall tax bill. The Sigma Chi Foundation will provide you with written acknowledgment of gifts in excess of \$250 pursuant to the requirements of the Revenue Reconciliation Act of 1993.

*Sigma Chi's have a volunteer spirit and an appreciation for financial responsibility. We thank you for your service and your adherence to the expense guidelines.*



# Statement of Policy on Pledge Education

Pledging in Sigma Chi is the preparation of prospective members for a personal commitment to the ideals for which Sigma Chi stands, and for the understanding and acceptance of the fundamental precept of the Fraternity that true friendship, brotherhood and the lifelong development of character demand accountability for one's course in the Fraternity, college and throughout life.

Pledging is the beginning of the fraternal experience, and has as its paramount goal the communication of expectations of our brothers, our academic institutions and our society concerning educational attainment, personal development and the contribution of value in all aspects of the world around us. Pledging is the opportunity we offer those individuals who would become our brothers to discover the personal commitment that underlies our ideals, and to adopt it as their lifelong binding obligation.

***The following are the essential elements of the pledging experience:***

1. Recognition throughout the chapter that pledging in Sigma Chi involves more than a program and instead is the entire collection of pre-initiation experiences in the chapter that impact the degree to which a prospective member will recognize and accept his personal obligation.
2. Provision for the development and enhancement of interpersonal skills through involvement in all aspects of chapter life and positive interaction among pledges, brothers and alumni members, as well as outside communities.
3. Provision for the development of leadership skills through opportunities for meaningful contributions to, and involvement in, chapter and outside programs and activities that promote mutual trust and respect.
4. Maintaining a chapter environment that supports the matching of values and behavior; that evidences the commitment of the chapter to developing integrity and to affording opportunity for personal growth; that fosters individual identity of pledges; and that is consistent with expectations derived from fundamental values expressed in the Ritual.
5. Enhancement of the collegiate experience and the quality of learning through programming designed to encourage maximum scholastic attainment, time management skills, involvement in campus and community activities, and sensitivity to critical social issues.
6. Appreciation of the organization, history and heritage of Sigma Chi as an institution and Sigma Chi's role in and continued contributions to the Greek community and higher education.

## Clarification of 8-week Pledge Program Issues

(Also see the following: [Statement of Position Concerning Pledge Training & the Ritual](#))

1. When calculating the eight weeks, do not include the recruitment period in the 8-week program period.
2. Breaks during the academic year when students are not required to be on campus or attend class are NOT included in the 8-week program period.
3. Do not include I-week in 8-week pledge program period.
4. Do not include "reading days" or final exam days in 8-week pledge program period-and prohibit any pledge activities during this period
5. Allow a dormancy period while awaiting qualifying grades and do not include this period in the 8-week pledge program (This dormancy period is acceptable only when the pledge is awaiting qualifying grades.)



## Executive Committee Resolution on Chapter Officer Accountability

**BE IT RESOLVED BY THE SIGMA CHI GENERAL FRATERNITY EXECUTIVE COMMITTEE this 31st day of July, 2013 that:**

Sigma Chi Fraternity has a long tradition of opposing hazing and strives for a pledge program that encourages leadership and personal growth, as reinforced by Sigma Chi's Policy on Hazing, which has been reaffirmed at every Grand Chapter and Grand Council since 1979. Therefore, it shall be the policy of Sigma Chi Fraternity that any person guilty of hazing should be prosecuted to the fullest extent of the law. In addition, the Consul and Magister of any chapter found to have engaged in hazing should also be subject to discipline to the fullest extent of local law and Sigma Chi Fraternity governing laws. The Consul and Magister are the individuals charged by the chapter with enforcing the ban on hazing and upon whom all Sigma Chi's place their trust that every pledge will be treated with dignity and respect as they learn about Sigma Chi Fraternity.



# Statement of Policy on Privacy

Sigma Chi's member privacy policy is provided to help members understand how the Fraternity protects their privacy. This policy provides you with an opportunity to make informed choices about the management of your personal information. Call Headquarters at (847) 869-3655 or visit SIGMACHI.ORG for more information.

If you have already instructed us how to implement your choices under the Sigma Chi Privacy Policy, you do not need to contact us again. We will continue to honor the choices you have made.

## Policy on the Collection, Use and Sharing of Private Information

Sigma Chi has one privacy policy for consumers that applies to all Sigma Chi entities operating from the Sigma Chi International Headquarters at 1714 Hinman Avenue, Evanston, Ill. This includes the Sigma Chi Fraternity, the Sigma Chi Corporation, the Sigma Chi Foundation, Constantine Capital Inc. and the Risk Management Foundation.

It is our belief that one privacy policy makes it easy to understand and convenient for our members to make informed choices about the management of their personal information.

### *Information covered by this policy*

Our policy applies to all personally identifiable information about you that is obtained by Sigma Chi in connection with your member records (personal information). Our policy will continue to cover information we may collect about you during the course of your membership in Sigma Chi.

### *How we collect personal information*

Sigma Chi relies upon many sources of information to understand and meet your needs. We collect personal information about you from:

1. Pledgeship application and membership records submitted by you or on your behalf
2. Other ways when you communicate with us in person, over the phone, through the mail or through our Web site
3. Chapter, undergraduate and alumni submissions;
4. Governmental reporting agencies like the National Change of Address and U.S. Mail Federal agencies
5. Information-sharing relationships that we establish with your institution of higher education
6. Information provided to our vendors who respond to us to keep our information as correct as possible
7. Web browsers, when you visit our Web site and your browser interacts with us
8. Other sources in connection with providing you a product or service

### *How we keep information secure*

Information security is one of our highest priorities. This priority is emphasized by our Sigma Chi Fraternity Governing Laws, specifically prohibition on solicitation, this Privacy Policy, and the contracts and agreements that we sign with external vendors, suppliers and licensees. We limit access to personal information about you to those employees who need to know that information to provide services to you. Employees who violate our policies and procedures regarding privacy are subject to disciplinary action; our vendors, suppliers and licensees are also bound to uphold our procedures regarding privacy under the terms of our legal contracts with them. We safeguard information by regularly assessing security standards and procedures to protect against unauthorized access to personal information.

### *Information sharing within Sigma Chi entities and your opportunity to opt out*

Members often tell us that they prefer our current "integrated approach" to their membership relationship with Sigma Chi and our related entities. For this reason and others, we may share any of the personal information that we collect about you among the entities closely related and tied to Sigma Chi, including Sigma Chi Fraternity, Sigma Chi Corporation, Sigma Chi Foundation, Constantine Capital Inc. and the Risk Management Foundation.

If you prefer that we not share personal information about you with other entities within Sigma Chi as mentioned above, or with companies or entities outside Sigma Chi (except information described below under "Other Information Sharing"), you may opt out. That is, you may direct us not to share this information by calling Sigma Chi Headquarters at (847) 869-3655, or by sending your request via e-mail to [update@sigmachi.org](mailto:update@sigmachi.org).

### *Information sharing outside Sigma Chi entities and your opportunity to opt out*

If you prefer that we not share personal information about you with companies and organizations outside Sigma Chi entities (except information described below under "Other Information Sharing"), you may opt out. That is, you may direct us not to share this information by calling Sigma Chi Headquarters at (847) 869-3655, or by sending your request via e-mail to [update@sigmachi.org](mailto:update@sigmachi.org).

If you choose to opt out of the sharing of personal information with companies and organizations outside Sigma Chi, we will not share any personal information about you. Choosing to opt out of this information sharing will



limit opportunities for you to receive membership, product and service information that may be of interest to you.

***Other information sharing***

We may also share personal information about you with companies or other organizations outside Sigma Chi as required by or permitted by law. For example, we may share personal information to:

1. Protect against fraud
2. Respond to a subpoena
3. Service your membership records

In addition, Sigma Chi may work with companies or organizations outside of Sigma Chi to provide services to Sigma Chi or its members, or to provide you with opportunities to buy products or services offered by either Sigma Chi or with companies or organizations contractually bound to Sigma Chi. Consequently, we may disclose any of the personal information that we have collected about you to:

1. Other companies or organizations with whom we have licensing or marketing agreements
2. Companies or entities that perform services, including marketing services, for us

For your protection, we require that these companies or entities keep all personal information secure and confidential.

***Web links***

We are not responsible for the collection, use or security of information by companies, entities, organizations or chapters outside of Sigma Chi that may be linked to our Web sites. Members are encouraged to read the privacy policies of Web sites reached through the use of links from Sigma Chi Web sites.

***Children's online information privacy***

We do not knowingly collect, maintain or use personal information from our Web sites about children under the age of 13. If a child whom we know to be under age 13 sends personal information to us online, we will only use that information to respond directly to that child, notify parents, or seek parental consent.

***Sigma Chi entities providing this notice***

This policy is provided by Sigma Chi International Headquarters on behalf of: Sigma Chi Fraternity, Sigma Chi Corporation, Sigma Chi Foundation, Constantine Capital Inc. and the Risk Management Foundation.

*Adopted by the Executive Committee in 2002.*



# Definition of the Relationship between the Sigma Chi Fraternity and the Chapters of the Sigma Chi Fraternity

This document defines the relationship between the Sigma Chi Fraternity as an international entity and your chapter, as a local organization. This Relationship Statement will be reviewed at every Grand Chapter and your chapter will have an opportunity to ask questions or seek clarification on any of the points of this Relationship Statement should your chapter have any confusion as to the content of this document.

From this point forward the Sigma Chi Fraternity, the international organization, is referred to as The Fraternity and the undergraduate chapter, the local organization, is referred to as The Chapter(s) or Chapter(s).

## Introduction

This document has been composed to help both The Fraternity and its Chapters understand the relationship which exists between The Fraternity and The Chapters. The Fraternity recognizes the value of students who are motivated by high ideals and the commonly expressed interest in friendship, justice and learning. The Fraternity aims to advance the educational interests of its members; to promote leadership development; and to make, maintain and uphold a high standard of life, happiness and integrity for its members by uniting them in closer bonds of friendship and brotherly union.

The growth of the international organization came about when the first chapter established a second chapter, and the undergraduates served as the entire Fraternity organization, sharing their common beliefs through rituals and purposes, and issuing charters and permission to use a common name, Sigma Chi. In time, these students determined there should be volunteer leaders and advisors to knit the individual chapters together in a non-profit organization. Further, student members decided that there should be a permanent, staffed administrative office to promote the purposes of The Fraternity and to encourage achievement.

Presented here is an outline of the meaning, scope and limitations of each Chapter's charter and power to initiate members into The Fraternity; the scope and limitations of The Fraternity's services; and the other benefits and structure of The Fraternity.

## The Relationship

### A. *The charter and initiation of members into The Fraternity*

#### 1. *What it means*

When The Chapter receives its charter from The Fraternity, it is granted the right to use the exclusive name, nicknames, logos and insignia of The Fraternity on the chapter house, and in references to each member, and The Chapter. The Fraternity grants The Chapter the right to pledge and initiate members into The Fraternity, on the condition that they meet the requisite conditions of membership and that the prescribed Ritual and other provisions of the constitution and bylaws of The Fraternity are met, which include payment of the appropriate fees for pledging and initiation and thereafter semi-annual dues.

The Chapter functions as a group. Specifically, The Chapter is an unincorporated association under the law of the state/province where it is located. The Chapter selects its own officers, assesses dues, operates a chapter house if desired, selects new pledges, initiates members, encourages fellowship, promotes education, participates as teams in intramural athletics, participates in campus and interfraternity programs, sponsors candidates for school offices, enjoys social events and sends delegates to the Grand Chapter, province conferences, Balfour Leadership Training Workshop and other seminars and functions. The Chapter operates its own organization on a day-to-day basis and is expected to comply with all applicable rules and regulations of the college or university where it is located and with all applicable laws of the various governmental bodies - local, state/province and federal.

#### 2. *What it does not mean*

The right to use The Fraternity name, logo and insignia does not give The Chapter or any member the right to sell or re-license the use of the logo, the insignia, or the name to third parties, to use the name in any manner which is detrimental to The Fraternity, or to bind The Fraternity to any agreements or obligations of any nature whatsoever. The Chapter is given a specific chapter name upon chartering and should always use that chapter name (i.e. Alpha Chapter of the Sigma Chi Fraternity) when entering into agreements or in its correspondence. The Chapter should avoid any implication that it has any authority to speak for or to obligate The Fraternity, unless The Chapter receives specific prior written approval.

Furthermore, the right to pledge and initiate members does not extend any authorization to commit



any hazing of pledges as a condition of membership or similar activity with the Initiation, or to conduct any activity whatsoever in connection with the events of pledging, Initiation or otherwise, such as drinking celebrations or similar events. If those events occur, they are done without authority and against The Fraternity's Governing Laws and could subject The Chapter to loss of its charter. However, withholding of this authority in connection with Initiation, for example, does not mean that The Chapter is prohibited from conducting an appropriate function in recognition of the event, such as a post-initiation banquet that is conducted in keeping with all applicable laws, rules and regulations of the municipality, state/province and school where The Chapter is located.

The fact that a charter has been issued and The Fraternity allows the use of its name as a Chapter does not mean that The Fraternity obligates itself to operate The Chapter or to supervise or discharge the separate rights and obligations that The Chapter has as its own entity. The Chapter and its members have the sole and exclusive responsibility to govern its own actions. The success of The Chapter is generally attributable to how well its members carry out their rights and obligations.

## **B. The Fraternity's Services**

### *1. Their scope and availability*

The Fraternity offers The Chapter access to a multitude of services, programs and assistance dealing with many aspects of undergraduate group living and campus life. These services include:

- Advice and suggestions on such practical matters as the operation and management of the chapter house, suggested chapter house safety programs, and the management of The Chapter finances and kitchen operations.
- Membership education programs, chapter officer leadership seminars and other self-development programs.
- Guidelines for The Chapter's initial organization with suggested bylaws, which contain alternatives for The Chapter's decision and use.
- Access to educational resources, including brochures and videotapes and assistance in obtaining speakers.
- Chapter consultants who are available to talk and correspond with chapter officers about questions in the areas of chapter administration and any problems or concerns. In addition, the chapter consultants will visit The Chapter periodically, and will observe and make evaluations and suggestions during and after each visit. The chapter consultant can meet with the host institution's staff and can offer assistance to the host institution's staff in implementing any suggestions for The Chapter.
- Staff assistance in the initial recruitment of prospective members for a new chapter and additional assistance in The Chapter's ongoing recruitment efforts.

The Fraternity believes in education and is committed to the proposition that self-management as an active chapter will give its members the opportunity to broaden and expand the classroom education. The Fraternity urges the chapter officers and leaders, in turn, to utilize the materials and information that they received to continue the education of the members of The Chapter. The Fraternity views the self-management requirements and techniques, which are experienced first-hand as a chapter, as an ongoing exercise that should help prepare the members for their remaining adult lives. The Fraternity advocates adherence to its ideals which, when combined with The Chapter's and its members' acceptance of responsibility, can enable The Chapter and its members to develop a lifelong pattern of setting and achieving goals.

### *2. The Fraternity's services: what it does not mean*

The assistance, which The Fraternity provides The Chapter in the form of guidelines and suggestions, should not be misinterpreted. Although every chapter functions as a component of the entire Fraternity, The Fraternity recognizes that each chapter is viewed as an unincorporated association under the law of the state/province where it is located and, as such, The Chapter is a separate legal entity and its members are individuals who are solely responsible for their own behavior and who are required to abide by the law and all applicable rules and regulations from the respective colleges and universities. The Fraternity further recognizes that it is an unincorporated association with its sole office in Evanston, Illinois. The Fraternity does not tell or instruct The Chapter how it must operate The Chapter, its members' activities or its chapter house. The Fraternity does not seek to, nor does it exercise any, control over The Chapter or its members as they go about their day-to-day lives as students whose primary goal is to obtain an education at a particular school. The Chapter's association with The Fraternity is secondary to the educational purpose, yet The Chapter may serve as a focal point of the everyday lives of its members. The Chapter is an organized group. Part of the benefit from the experience, which the members of The Chapter will receive, is the appreciation of the fact that they have both the right and the obligation to operate as an autonomous entity. The experience of learning to bear responsibility for one's actions should be one of the most rewarding and beneficial events of undergraduate training. The Fraternity does not undertake to assume



responsibility for actions or conduct of The Chapter or its members. The Chapter and its members are subject to and are expected to comply with laws, rules and regulations of the school, the local municipality, the state/province and the federal government.

The Fraternity does not, and cannot, oversee, monitor or control The Chapter's activities and it does not and cannot undertake any duty to see that The Chapter abides by the law or the school's regulations. If The Chapter or its members violate the law or the rules and regulations of the host school or The Fraternity, The Chapter runs the risk that The Fraternity will exercise its rights to terminate the charter or to terminate the individual's membership. The Chapter and each of its members bear the exclusive responsibility to avoid violating applicable rules, laws and regulations.

### C. *The Fraternity's Other Benefits and Structure*

#### 1. *A description and meaning*

In addition to offering The Chapter access to The Fraternity's services, programs and assistance in dealing with the undergraduate chapter experience, The Chapter and its members have access to other benefits of The Fraternity. These include:

- Receipt of The Fraternity's quarterly publication, *The Magazine of Sigma Chi*.
- Assistance in alumni association organization and operations.
- Awards and recognition of The Chapters for achievement in campus leadership, scholarship, intramural athletics and overall performance.
- Sponsoring province conferences for undergraduate student leaders and interested alumni and other advisors to The Chapters.
- Assistance in developing community service programs in public relations.
- Guidance in selection and consultation with various advisors, including alumni advisors, resident advisors and faculty advisors.
- Assistance by providing forms for the various membership and financial reports which The Chapter is required to submit to The Fraternity as a condition of maintaining The Chapter's charter.
- Service as an historical archive for the storing of The Chapter's documents.
- Guidance to members of The Chapter in applying for educational grants and scholarships, subject to availability.

The Fraternity is governed by The Chapters and its members. The Chapters, represented by delegates, attend The Fraternity Grand Chapter every odd year. Every even year provinces send their delegates to a Grand Council meeting. The delegates vote in their representative capacity to select international officers, enact legislation, and approve amendments to the constitution and bylaws. The services and benefits of The Fraternity are administered by the staff through The Fraternity's Headquarters in Evanston, Illinois. That Headquarters serves as a clearinghouse for the administration of The Fraternity and for the implementation of the actions taken by the conventions and the elected officers of The Fraternity which result in the various services and benefits being offered to The Chapters and the members.

#### 2. *The Fraternity's other benefits and structure: what it does not mean*

The Fraternity's assistance to The Chapter in all of these areas stems from its commitment to assist The Chapter as an active chapter in various ways. The Fraternity obviously cannot guarantee that The Chapter will be a success or that any chapter or member will qualify for all benefits or that any particular benefit will be available at all times. The Fraternity desires that The Chapter fully understand the proper relationship between The Chapter and The Fraternity. The Fraternity stands ready to assist The Chapter in certain ways as previously outlined. However, The Chapter will have many other needs in its day-to-day experience as an organization where The Fraternity is not able to render the assistance as may be needed. For example, only The Chapter has the power to conduct its internal elections of officers, to set its budget, to perform social planning, to set The Chapter's dues and assessments, to perform house maintenance and operations, to run the kitchen, to maintain order, or to conduct any of the other aspects of The Chapter's day-to-day management and life. The Fraternity does not have this authority and does not exercise any of these powers. The Fraternity does not become involved in The Chapter's legal affairs, such as the violations of school, local, state/province and federal rules or school regulations or actions by vendors to collect bills, two of many possible examples. Handling of those types of decisions and matters are part of The Chapter and its members' maturation process and of the total undergraduate experience. The Fraternity does stand ready to provide advice and suggestions to The Chapter in response to such problems, but the decisions are The Chapter's. The Fraternity serves an important function in assisting the parents, families, schools, churches, student organizations, and other support groups in giving The Chapter and its members an opportunity for a richer and more complete undergraduate experience because of their affiliation with The Fraternity.



The emphasis is to encourage and assist The Chapter's members in their collective experience as a chapter. The Fraternity makes suggestions and furnishes The Chapter with ideas, which have shown to be helpful through experience in similar situations. The Fraternity desires to help The Chapter in the implementation of scholarship, leadership, social, civic and athletic programs.

#### ***D. The Fraternity's Help to The Chapter in Difficult Times***

##### *1. What it means*

A chapter might experience problem areas from time to time that could threaten its existence. Examples of these problems are low membership, poor financial or other types of management, or even instances of conduct which violate school rules or the law, or the standards of The Fraternity. The Fraternity wants to remind The Chapter that certain activities, such as hazing, alcohol or drug abuse or violation of any applicable statute, regulation or law regarding the same; sexual abuse or commission of crimes or violation of school rules and regulations or statutes and ordinances of the city, county or state/province where The Chapter is located; or violation of federal law can result in the loss of The Chapter's charter and the loss of membership for the responsible individuals.

The Chapter is also advised that a loss of The Chapter's charter automatically places all undergraduate members on alumni status. In some cases, representatives of The Fraternity might visit the campus to determine which of the undergraduate members on alumni status will be asked to form the nucleus of a re-established chapter at the school with the emphasis upon obtaining a cohesive group which best reflects the ideals of The Fraternity and the best interests of The Chapter for the future. This does not amount to an investigation of the past problems, but rather deals in solutions for the future. The Fraternity retains the right to advise The Chapter that its charter is in jeopardy and to suspend The Chapter's charter or to make certain conditions or goals for The Chapter to achieve as a condition of retaining its charter, or removing the suspension or reactivation of The Chapter. The assistance The Fraternity might offer in attempting to help solve The Chapter's problems remains available in its sole discretion. The Fraternity reserves the right to determine when The Chapter needs help or that The Chapter may need help from sources other than from The Fraternity or that The Chapter is beyond help. In short, The Fraternity retains the right, as explained in the constitution and bylaws, to suspend or revoke The Chapter's charter. This forms the fundamental basis of the relationship between The Fraternity and The Chapters. That is, The Fraternity renders assistance in a variety of areas and reserves the right to suspend or terminate the relationship. In between, the rest is up to The Chapter.

##### *2. What it does not mean*

The Fraternity desires that The Chapter understand and appreciate that its assistance to a troubled chapter does not mean that The Fraternity will conduct its recruitment activities, or make its pledging or initiation decisions. The Fraternity will give The Chapter advice in this regard and reserves the right, but not the obligation, to assist The Chapter in the conduct of recruitment or pledging activities. However, The Fraternity wishes to emphasize that these activities remain The Chapter's responsibility and decision. Furthermore, The Chapter should understand and appreciate that The Fraternity does not conduct the operation of The Chapter's financial transactions or social functions, nor does it inspect or maintain the chapter house. For example, The Fraternity does not prepare leases with The Chapter's landlord or leases to The Chapter's undergraduate students. The Fraternity does not run The Chapter's kitchen, pay its rent, or collect its rent, and The Fraternity does not oversee The Chapter's compliance with the school's rules and regulations or any applicable law. The Fraternity does not organize or pre-approve social functions. Even if The Fraternity desired to perform these actions, it does not have the authority, budget, personnel or time to attempt such a mammoth undertaking, even with a few troubled chapters. If The Chapter needs help and The Fraternity offers assistance through suggestions and guidelines, please remember that the decisions and responsibility for any of The Chapter's success lies ultimately with The Chapter and its members.

There are numerous other examples of what The Fraternity does not do, which examples can be summed up by saying: "The Fraternity does not control The Chapter or its members or their activities; however, if The Chapter violates the constitution or bylaws or any applicable laws, rules or regulations from the school or any government authority, The Fraternity retains the right to suspend or revoke the charter, in the case of The Chapter, or to suspend or revoke membership, in the case of an individual."

### **Conclusion**

The Chapter and its members are very important to The Fraternity. This Relationship Statement should clarify how The Chapter and its members relate to The Fraternity. It is designed to help The Chapter help itself. The Fraternity stands ready to assist The Chapter in every way possible.



# Definition of the Relationship between the Chapters of the Sigma Chi Fraternity and the Members of the Undergraduate Chapter

Similar to the relationship statement defining the relationship between the Fraternity and the chapters, the following document further clarifies the relationship between a chapter and its undergraduate members. This document is intended to define a relationship, not to distance or shield any parties or diminish the relationship.

This relationship statement should be reviewed annually and should be adopted by the chapter at a regular meeting. The minutes of that meeting should be filed at the chapter house with a copy being sent to the managing director of undergraduate services at Headquarters.

From this point forward the Sigma Chi Fraternity, the international organization, is referred to as The Fraternity; the undergraduate chapter, the local organization, is referred to as The Chapter(s); and a member(s) of an undergraduate chapter is referred to as The Member(s).

## Introduction

This document has been composed to help The Fraternity, The Chapters and The Members understand the relationship that exists between and among The Chapters of The Fraternity and The Members. The Fraternity recognizes the value of students who are motivated by high ideals and the commonly expressed interest in friendship, justice and learning.

The growth of The Fraternity came about when the first chapter established a second chapter, and the undergraduates served as the entire Fraternity organization, sharing their common beliefs through rituals and purposes, and issuing charters and permission to use a common name, Sigma Chi. In time, these students determined there should be volunteer leaders and advisors who knit the individual chapters together in a nonprofit organization. Further, that there should be a permanently staffed administrative office for the purpose of promoting the purposes of The Fraternity and to administer to its needs and to encourage students' undergraduate achievement.

The inherent value of The Fraternity lies in the willingness of its individual members to achieve the goals of The Fraternity, which are idealistic and worthy. Presented here is the meaning and non-meaning of each chapter's power to initiate members into The Fraternity; the relationship of The Member to The Chapter; the function and scope of The Chapter's activities and the basic rights and responsibilities between and among The Chapter and The Members.

### ***A. The Initiation of a Member by a Chapter into The Fraternity***

#### ***1. The Member's privileges and obligations***

When The Chapter initiates a member into The Fraternity, The Member is granted the right to call himself an initiated member of The Fraternity and to wear and to display the distinctive Fraternity logos and insignia on a personal basis. The Member becomes entitled to participate in membership meetings, to participate in authorized chapter functions, to use, in a proper manner, the facilities and premises which belong to or are occupied by The Chapter, to engage in brotherly fellowship and discourse with other members; and, in general, to participate as a Member in an unincorporated association of the law of the state where located. The exercise of these rights of The Member of The Chapter carries with it the responsibility and obligation to maintain his membership in The Chapter in good standing. Good standing generally means that The Member has fulfilled his financial obligation for dues or other expenses to The Chapter and has not created any problem for The Chapter, such as through the violation of any chapter policies or similar matters. Thus, the failure to maintain good standing could result from a failure to achieve, for example, a certain grade point average as a student. Maintenance of active undergraduate student status is a requirement of being a Member of a Chapter in good standing. A student who drops out of school after having been initiated will remain a Member of The Fraternity and will remain an initiate of a particular Chapter, but the ex-student will no longer be deemed an active Member of his Chapter and will automatically be placed on alumni status with The Fraternity, as opposed to undergraduate active status.

The Chapter functions as a group composed of undergraduate students. Specifically, The Chapter is an unincorporated association under the laws of the state where it is located. The Chapter, acting through its own duly constituted procedures and pursuant to the actions of its Members functioning as a group, selects its own officers, assesses dues, operates a chapter house or meeting facility, selects pledges and initiates new Members. Other activities in which The Chapter engages are to promote fellowship, promote education, participate as teams in intramural athletics, participate in campus and Interfraternity programs, sponsor candidates for school offices, conduct social events and send delegates to national conventions, regional leadership conferences and other seminars. The Chapter



operates its own organization on a day-to-day basis and is responsible for compliance with all applicable rules and regulations of the college or university where it is located and with all applicable laws of the various governmental bodies, local, state and federal.

2. *Initiation of a Member: what it does not mean*

The Initiation of a Member does not give The Member the right to sell or license the use of The Fraternity logo or its insignia or its name to third parties or to use the name in any commercial or other manner which is detrimental to The Fraternity or to The Chapter, or to bind The Fraternity or The Chapter to any agreements or obligations of any nature whatsoever. The fact of initiation into membership does not make The Member an authorized agent, employee, servant or representative of The Chapter or The Fraternity.

Neither The Chapter nor The Fraternity is given any right of control over a Member's day-to-day activities by Initiation or otherwise. The Fraternity and The Chapter does not assert any right of control over The Member's day-to-day activities. The Chapter acquires no inherent right to punish a Member by virtue of Initiation.

However, The Chapter does retain the right to stipulate standards, which The Member must perform or abide by as a condition of retaining his membership with The Chapter, sanctions for violating standards or failing to meet the standards as the case may be, is loss or suspension of membership. The Chapter retains the basic right, based upon The Member's commitment to remain in good standing, to suspend or terminate the active relationship and membership of The Member in The Chapter or to stipulate certain conditions which The Member must meet to keep his membership with The Chapter, such as fines, community work or loss of certain privileges. (This list is meant to give examples and is not meant to be exclusive.) This is a similar right which all unincorporated associations inherently retain, which is to set standards, policies, rules and/or guidelines regarding membership and what is needed to stay in good standing to retain membership in that unincorporated association.

Simply stated, The Chapter retains the right to terminate a Member's association with The Chapter. This is a right, which is inherent in all unincorporated associations and exists separate and apart from the fact that a Member may have been initiated into the Sigma Chi Fraternity. The Chapter retains the right to dissociate a Member. Different Chapters have different guidelines and standards whereby a Member may fall out of good standing, and each Chapter is left to decide and evaluate when those situations and circumstances occur. Chapters have the right, but not the obligation, to propose to The Fraternity that a Member be suspended and expelled from The Fraternity itself. In so doing, The Chapter must comply, in line with its charter commitment to The Fraternity, with the constitution and bylaws of The Fraternity. (The final decision on expelling a Member from The Fraternity, as opposed to expulsion from a Chapter, can only be made by the Executive Committee of The Fraternity). Beyond that, the establishment of the criteria for maintaining good standing rests with The Chapter and the policies and procedures of its membership.

**B. Authorized Chapter Functions**

1. *Scope and meaning*

As discussed earlier, The Chapter might engage in a number of activities and functions, which are duly authorized and engaged in by The Chapter, acting as a group. Among these activities might be the maintenance of a facility or premises used by The Chapter for meetings, scholarship, dining, residence, social events and as a place for Members to congregate. The Chapter might engage, as a group, in the fielding of an intramural athletic team. The Chapter might hold, as a group, social events. The Chapter, as a group, might engage in recruitment functions whereby prospective members are met and entertained and selected. The Chapter, as a group, might engage in a project for the benefit of the community.

When The Chapter acts in an authorized capacity, such actions are approved by the membership through its established procedures. Usually, unincorporated associations such as Chapters will hold regular meetings at which the matters involving chapter functions, activities, expenses and similar matters are discussed and voted upon and approved or disapproved, as the case may be.

As with any organization, the administrative details and the executive details of carrying out The Chapter functions fall to officers who are elected by Members. These officers become vested with certain limited and restricted powers and responsibilities by virtue of their position.

However, the undergraduate students who are elected to become officers only obtain those powers and responsibilities which are necessary to carry out the policies and procedures of the positions within The Chapter. It should be noted that these students do not become official spokesmen or agents for The Chapter, except in a limited degree, and then only to the extent which falls within



their specific duties.

Stated another way, The Chapter officers are undergraduate students whose primary purpose is the pursuit of their education and their degree who have incidental duties in carrying out certain chapter functions. However, chapter officers only function as chapter officers in a limited scope of their daily lives and not as chapter officers in everything they do. Thus, an act by a Member who is a chapter officer is not an act on behalf of The Chapter unless it is done in The Member's capacity as an officer and within the authority of that office.

2. *What is not an authorized chapter function, and other misconceptions*

As discussed earlier, the fact that an undergraduate student is initiated as a Member of a Chapter does not make The Member an agent, employee, servant or a representative of The Chapter who is entitled to speak for The Chapter or whose conduct is authorized by The Chapter or for whose conduct The Chapter becomes legally liable. Before a Member has any authority to speak for The Chapter or to conduct any activity on behalf of The Chapter, The Chapter should give that individual specific, explicit and unambiguous responsibility and authority to carry out some part of a duly authorized chapter function. Even when The Chapter or a chapter officer asks a Member to perform a task on behalf of The Chapter, The Member does not become the employee or servant of The Chapter, but only, for that limited purpose, an agent of The Chapter. Furthermore, when a Member volunteers to do a specific task for The Chapter and The Chapter expects the volunteer to perform the task in a proper manner, The Chapter does not thereby gain any right of control over how that activity is to be performed by The Member/volunteer, and The Chapter will not be liable to third persons for the manner in which The Member performs that task. Should The Member perform that task in a negligent capacity or in an intentional capacity, The Chapter would not be liable to that third person because The Chapter has not made the volunteer its servant or employee.

Similarly, a Member who is elected to serve in the capacity as a chapter officer is given only a limited degree of authority to act on behalf of The Chapter under limited times and circumstances. Unless and until the chapter officer is placed in circumstances where he is authorized to act in his capacity as officer on behalf of The Chapter, that student is not an agent, employee, servant or representative of The Chapter. Furthermore, the actions of a chapter officer do not bind The Chapter and are not attributable to The Chapter until and unless circumstances under which the officer was functioning are those in which the individual was authorized to undertake in such capacity as a chapter officer.

In addition to the above points regarding the conduct of individual Members or Members who have been elected to chapter office, it should be further understood that any conduct by one or more chapter Members does not constitute an action authorized on behalf of The Chapter, unless it is done in pursuit of any activity which has been duly authorized by The Chapter through its proper procedures or, in the case of an officer, the action by the officer is in furtherance of a specific task which the officer is authorized to perform on behalf of The Chapter. There is no implication that the conduct of, for example, three students who happen to be Members of a Chapter, is an authorized activity by The Chapter merely because all three are Members of The Chapter or by the fact that all three are acting together. This distinction is particularly important because of the exuberance, which some undergraduate students might display, in their personal conduct due to their particular personalities.

It is important to note that a Chapter, merely by initiating one or more Members, does not endorse or authorize or condone or sponsor or pre-approve or sanction the infinite variety of daily conduct or personal activities in which those students may engage. This is a point which is readily accepted on college campuses when it is applied to student organizations in general, such as political groups like the Young Republicans or Young Democrats or church groups, such as the Baptist Student Union or the Newman Club, or even to groups of students who are on athletic or academic teams, such as the basketball or debating team.

Unfortunately, for no logical reason, when one or more Members of a Chapter perform an activity on a college campus, particularly an aberrational activity, the conclusion is often reached, particularly by those who do not think or analyze the situation, that The Chapter was engaged in the activity, whereas the same conclusion is not drawn if one or more students happen to be members of a particular church group or an athletic team engaged in the very same activity.

To demonstrate this point, suppose three students who are Members of a Chapter of Sigma Chi are also Members of the Young Republicans Club and the Baptist Student Union, and are on the basketball team and are good friends because of their several common activities and interests. Suppose these three individuals ride through town hurling rotten eggs onto other automobiles as an adolescent stunt. This aberrational activity is no more an authorized activity of The Chapter of Sigma Chi than it is an authorized activity of the Young Republicans Club or the Baptist Student



Union or the basketball team or the university. Of course, the situation would be different if the Young Republicans or the Baptist Student Union or the basketball team and its coach or The Chapter had met and discussed and approved and authorized this egg throwing activity. Then, the particular groups, which had met and discussed and approved and authorized the activity, should be deemed responsible.

The illustration can be expanded by adding an additional fact. Suppose the driver of the vehicle was the duly elected president of The Young Republicans, and the president of the Baptist Student Union, and the captain of the basketball team and the president of The Chapter. Certainly, no one could say that an egg-throwing activity was in furtherance of the purpose for which those organizations exist. Furthermore, absent specific authorization, no one should say that the driver of that vehicle was acting in the capacity of president of the Young Republicans or as president of the Baptist Student Union or as captain of the basketball team or as the chapter president of The Chapter when he threw eggs or assisted his two friends in throwing eggs.

This basic point applies to all conduct, which involves one or more undergraduates who are Members of a Chapter. For example, if one or more Members who reside in an apartment (on or off campus) engage in misconduct, there is no basis for that misconduct to be attributed to The Chapter or to the school or the landlord or to any other organization to which the students belong, absent specific and unequivocal approval by that group. Likewise, if that same misconduct occurs in a room rented at the chapter house by those same students, there is no basis to attribute that misconduct to The Chapter or to the school or to any other organization or to the landlord without specific and unequivocal approval by that group.

**C. *The Concept of Personal Responsibility and Self-Discipline for Members***

*1. Member's conduct and personal responsibility: what it means*

One of the important goals of The Fraternity is that The Member's Initiation into the brotherhood and participation in the fellowship of The Chapter carries with it the opportunity to enhance The Member's total education experience beyond the academic and into the realm of learning to accept personal responsibility and to learn how to live and interact with others. In short, the college experience is to continue preparation for the student's adult life, both in learning academic skills and acquiring and developing interpersonal skills.

In this respect, The Fraternity believes that The Chapters serve an important function in the overall education and development of an undergraduate student and that The Chapters assist The Member's parents, families, school faculty, school staff, other peer groups, churches, other students, student organizations and interested persons in contributing to The Member's educational and overall learning experience.

One of the cornerstones of this foundation is that undergraduate Members of The Chapters should realize that, even with the assistance from these support groups, only The Member can attend the class and pass the tests to obtain the requisite academic education and, similarly, only The Member can learn to appreciate and to contribute to the fellowship and brotherhood, to enjoy the social experience, to follow responsible behavior, to develop good work habits and a pattern of setting and achieving goals, to meet deadlines, to bear responsibilities, to function as a contributing member in the world about him, and in general, to become a better person. No one can do that for The Member but The Member, himself. In other words, The Fraternity and The Chapter expect self-discipline from The Members.

The Member has the choice to participate, in varying ways, in a number of activities available to him as an undergraduate student. His activities are not controlled. The Fraternity and The Chapter set worthy goals, but do not take any duty of prevention or enforcement. The Chapter does not undertake any duty to prevent aberrational personal conduct of students who are Members of The Chapter. Neither the school nor The Chapter nor the chapter officers control The Member's conduct. As far as The Member's conduct is concerned, both the school and The Chapter expect that the student would obey any and all applicable laws and regulations of the school and of the municipality and community where the school is located, and any other applicable laws, including those of the United States.

Should any of those laws, rules or regulations be violated by The Member or Members, the responsibility and accountability lies solely with that Member or Members. The Chapter does not assume any duties of a police force or to prevent individuals from breaking laws or rules or regulations or other conduct, which harm other people or their property.

The recognition of the general possibility that one or more of the many individual Members of a Chapter or of the student body could conceivably violate a law or rule or regulation does not



constitute notice to The Chapter that such will occur or is likely to occur. Rather, it is recognition that, in the human experience, from time to time, it is possible that some individuals might conduct themselves in ways, which might violate laws, rules, and regulations and/or harm others or their property. Such behavior is beyond the scope of any authorized activity by its Members on behalf of the chapter officers.

2. *Member's conduct and personal responsibility: what it does not mean*

As discussed above from several different perspectives, the individual conduct of one or more Members does not constitute an authorized activity or an endeavor on behalf of a Chapter or its officers. Instead of all actions of a Member being assumed to be on behalf of The Chapter unless shown otherwise, the reverse is actually the case. All actions of a Member of a Chapter are solely the individual act of the Member, unless and until it is established affirmatively that such individual was acting upon due authority of a Chapter or, for that matter, any other student organization of the school, and, even under those circumstances, The Chapter or the student organization or the school should not be responsible for any improper conduct of the activity unless it can be demonstrated or shown affirmatively that The Chapter had designated the Member as an employee or servant who was subject to the asserted right of control of The Chapter or the other student organization, as that term is used to denote legal responsibility for the harm done by others to third parties.

There are a number of rules and regulations of The Fraternity, which The Chapter has agreed to abide by, and which the initiated Member has also agreed to abide by or to not violate. Some actions prohibited by said rules and regulations include hazing, abuse of alcohol and sexual misconduct. This list is not meant to be exhaustive, but illustrative. Any time that a Member participates in the violation of any of those rules, that Member cannot be performing an authorized function of The Chapter because such functions and activities are explicitly and specifically prohibited and unauthorized.

Similarly, the fact that such an unauthorized, aberrational act may occur at a chapter house facility or during the time and scope of a chapter activity, such as a social function, does not cancel the prohibition or convert the automatic prohibition into acceptance by tolerance or by implication or otherwise. Any such activities are prohibited and cannot be authorized by a chapter officer or by a chapter vote or by implication or failure to take action to prevent such activity. Any attempt at authorization, either direct or indirect or by implication, is beyond the scope and authority of a chapter officer or Member, and no Chapter can be organized for any of the prohibited purposes or activities because such activities are, by their very nature, unauthorized and beyond the scope of appropriate group purpose or activity. Should a Member or Members be found to have violated any of such prohibitions or rules, those Members would have acted solely on their own behalf and not as any representative, agent, employee, or servant of The Chapter or of The Fraternity.

Another example of where Members' conduct cannot be deemed to be engaged in as an agent, employee, servant or representative of a Chapter or of The Fraternity, is in connection with altercations. By their nature, altercations usually stem from individual disagreements.

The fact that an individual disagreement occurs on the Chapter's premises or during the time and scope of a Chapter function do not make the individual participants agents, employees, servants or representatives of The Chapter, and any individuals who engage in altercations shall be deemed to be doing so strictly on an individual basis and not as an agent, servant, employee or other representative of The Chapter or of The Fraternity.

Another example of where a Member's conduct, acting individually or with one or more other persons, which cannot be deemed to be done as an agent, employee, servant or representative of The Chapter or of The Fraternity is where there are violations of any school regulation or the law of any municipality, state or federal government or duly constituted regulatory agency, because it is the policy of all Chapters and The Fraternity for all Members to obey all laws at all times and to avoid harming others or their property, and there is no authority to do otherwise.

At the same time, The Chapter expects all Members to abide by its rules and regulations through self-discipline, and The Chapter and its officers and Members do not undertake any duty to prevent one or more individuals from violating laws, rules, regulations or harming others or their property. The Chapter does not stand in any form of parental or control relationship whatsoever with students who are Members. If a Member were to engage in any conduct, which violated the law or harmed anyone or anyone's property, then that Member would automatically be outside the scope of any authority, which they could have otherwise possessed.

**D. Assisting the Troubled Member**

1. *Assistance to Members: what it means*



From time to time, one or more Members of The Chapter may jeopardize their good standing with their Chapter and become subject to the loss of their privilege of association with The Chapter or even subject to recommendations of expulsion by The Fraternity due to violations of laws, rules, regulations or otherwise. A natural tendency of this person's friends in The Chapter might often be to help the person cure whatever problem is involved. This may extend to finding out the cause of the problem, the facts and circumstances of the problem and to assist the person in curing or solving the problem or to prevent a recurrence of the problem. These are typical acts of human kindness and friendship. When assistance by one or more Members to another Member occurs, it is not because such assistance is mandated by The Chapter or The Fraternity. These are the kinds of things, which are not mandated, but naturally flow from the human experience. It is not part of the rules and regulations of The Fraternity or The Chapter, because they cannot control one's behavior and have no right of control over the individual's decisions. Notwithstanding that clarification, assistance to these friends who are in a time of need is a valuable and worthwhile trait.

2. *Assistance to Members: what it does not mean*

When Members render help to other Members for personal problems, such help, which can vary from direct assistance to understanding and sympathy, with degrees in between, does not amount to any ratification, condemnation, condonation, disapproval, approval or authorization of such conduct by The Chapter or by The Fraternity. Likewise, any attempt by The Chapter or Members to determine the facts and circumstances surrounding the problem does not amount to any acknowledgement of responsibility by The Chapter or the other Members for the problem, but only a desire to assist in solving the problem. Furthermore, such actions do not amount to any undertaking of a responsibility to solve the problem, but only reflect a desire to render assistance. The ultimate responsibility for the cause and solution of the student's problem remains that of the individual perpetrator and not that of The Chapter.

Examples of this subject are numerous. If a student who becomes intoxicated and is arrested, members may try to render assistance to him such as bailor may try to assist him in providing a defense, but that does not make those individual acts of kindness and friendship an authorized chapter function nor does it indicate approval by The Chapter of a violation of the alcohol policy. The same principles apply to an individual Member or Members who are charged with violating statutes against hazing or The Fraternity's rules against hazing or statutes against sexual abuse or The Fraternity's rules against sexual abuse: those actions remain individual aberrational misconduct which cannot be a purpose or function of The Chapter. The Chapter, while prohibiting such conduct, does not undertake any duty to police or prevent such conduct from occurring.

Another point should be made regarding the response by The Chapter or even The Fraternity to a Member who is accused of a crime or a serious violation of The Chapter or Fraternity regulations, such as hazing, alcohol abuse or sexual abuse where someone has been injured.

The Chapters want to emphasize that they reserve the right, but not the obligation, to allow the prosecuting authorities to establish, through due process, whether any accused Member was guilty of violating any particular ordinance, statute, law or rule or regulation prior to exercising any rights which The Chapter or The Fraternity may have regarding the continued membership of the accused in the organization.

Both The Fraternity and The Chapter are aware of instances where colleges and universities have deemed an individual guilty and punished same until the student proves himself innocent and where the accused is automatically suspended or punished merely upon the accusation.

The purpose of mentioning these situations in this Relationship Statement is so that the undergraduate Members and others will know to not make any conclusions or implications or assumptions regarding a postponement by The Chapter or by The Fraternity of their exercise of their respective discretionary rights to declare a Member not in good standing or to suspend or revoke a membership or to expel a Member. If such an action occurs, that is solely the discretion of The Chapter or The Fraternity and does not amount to any ratification or condemnation or implied authorization or actual authorization of the act in question nor does it make the act in question done by an agent, employee, servant or representative of The Chapter or The Fraternity. It merely means that The Chapter and The Fraternity are exercising their discretion in the matter regarding the separate issue of membership retention.

## Summary

In summary, a Chapter of The Fraternity is an unincorporated association composed of undergraduate students at a particular college or university who have chosen, as part of their undergraduate experience, to engage in a form of fellowship and brotherhood pursuant to the goals, purposes and ideals of The Fraternity. This experience is intended to supplement a student's academic education by giving the student an opportunity to engage in interpersonal social relationships and to practice self-discipline as the student proceeds through the maturation



process.

However, the fact is that The Chapter does not vest that Member with the authority to speak or act for the larger group. No Member can speak or act on behalf of a Chapter, and no Chapter can speak or act on behalf of The Fraternity or the other Chapters, without specific, explicit, unconditional and express authority and then only as limited for that specific purpose. Furthermore, there is no "right of control" by Chapters over Members, so the Members cannot be servants or agents of The Chapter in a legal sense so as to render The Chapter responsible for their conduct. When one says that a Member of a Chapter is a representative of a particular Chapter or of The Fraternity, what is meant is that those who view the Member could form an opinion of The Chapter or The Fraternity based, in part, upon the personality, goals and conduct of that Member. That use of the word representative is not in the legal sense. It does not mean that the goals and conduct of the Member are that of an agent, employee, servant or legal representative of The Fraternity for The Chapter.

Each Member is solely responsible for his own conduct and no Chapter is responsible for the conduct of any Member without the granting of specific, express, unequivocal, unconditional, explicit and duly approved authority for such particular conduct by The Chapter, and then only to the limited extent that such agent was specifically authorized to bind The Chapter, such as to a contract to buy food for The Chapter's kitchen.

Furthermore, no Chapter or Member can ever have the authority, as an authorized Chapter pursuant to its charter or as a Member, to engage in activity which violates any applicable law, rule or regulation of any governmental agency or the school where the chapter is located or the constitution, bylaws and regulations of The Fraternity or of The Chapter or which causes harm to others or their property.



# Overview of the North-American Interfraternity Conference (NIC)

The North-American Interfraternity Conference (formerly known as the National Interfraternity Conference) has a long and storied history as a body that has assisted fraternal organizations to work together. On Nov. 27, 1909, 26 fraternities met to discuss critical issues facing fraternities at that time. A formal organization was completed in 1910. In 1931, the organization's name was changed from Interfraternity Conference to National Interfraternity Conference. In 1999, the leadership again changed the name to North-American Interfraternity Conference to celebrate the membership of brothers in Canada.

Today, the NIC has 73 member organizations with 5,500 chapters located on 800 campuses in the United States and Canada with approximately 350,000 undergraduate members. The NIC is led by a Board of Directors comprised of 15 volunteers from member fraternities. The headquarters and professional staff are located in Indianapolis, Ind.

## Mission

The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions. The NIC is also committed to enhancing the benefits of fraternity membership. Each of the 64 member organizations has adopted basic expectations of their members and agreed to the following Nine Basic Expectations:

1. I will know and understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore I will not physically, mentally, psychologically or sexually abuse or harm any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.
7. I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.
8. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
9. I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

## Relationship between Sigma Chi and the NIC

Sigma Chi is one of the 73 men's fraternal organizations that constitute the membership of the NIC. As a member organization, Sigma Chi has agreed to abide by the Constitution and By-laws of the NIC. In turn, Sigma Chi and its chapters benefit from the NIC's endeavors to advocate the fraternal experience and provide educational programming that supports the realization of fraternal ideals.



# Constitution of the North-American Interfraternity Conference

*(Revised April 20, 2009)*

**ARTICLE I. Name.**

The name of this Conference shall be the North-American Interfraternity Conference.

**ARTICLE II. Purpose.**

The purpose of the North-American Interfraternity Conference shall be to promote the well-being of its member fraternities by providing such services to them as the House of Delegates may determine. These services to include, but not be limited to, promotion of cooperative action in dealing with fraternity matters of mutual concern, research in areas of fraternity operations and procedures, fact-finding and data gathering, and the dissemination of such data to the member fraternities. Conference action shall not in any way abrogate the right of its member fraternities to self-determination.

**ARTICLE III. Membership.**

The Conference shall be composed of those men’s general college fraternities which (a) were members on December 1, 1921, or (b) are thereafter admitted in conformity with this Constitution. Provisions may be made in the By-Laws for Associate Membership.

**ARTICLE IV. House of Delegates.**

The Powers of the Conference shall be vested in a House of Delegates.

*Section 1. Composition.*

The House of Delegates shall be composed of one delegate from each member fraternity, chosen by that fraternity for such term and upon such qualifications as it may determine. Each member fraternity may also choose an alternate delegate who shall represent it in the absence of the delegate.

*Section 2. Voting.*

Each delegate present, or in his absence the alternate delegate, is vested with one vote. Each Past Chairman of the Conference shall have the privilege of a seat in the House of Delegates with voice and shall have the right to participate in all discussions, but in such capacity may not vote.

*Section 3. Responsibilities.*

The House of Delegates shall be responsible for the broad general policies of the Conference, for electing a Board of Directors, a Chairman and a Vice Chairman as herein provided, and for instructing the Board as to activities in behalf of the Conference. All such activities shall preserve the autonomous right of each member fraternity over its own affairs.

**ARTICLE V. Board of Directors.**

The executive and administrative powers of the House of Delegates shall be vested in a board of nine Directors from which a Chairman and a Vice Chairman shall be elected as herein provided.

*Section 1. Qualification: term.*

As provide herein, five Directors shall be elected at each Annual Meeting held in an even-numbered year and four Directors shall be elected at each Annual Meeting held in an odd-numbered year. The term of office for each Director so selected shall be for two years. No Director shall serve more than three full terms, excluding time served as Chairman. Five Directors shall constitute a quorum. All directors shall have served either as staff members or as a volunteer for their respective fraternities. A full term is defined as two years in length.

*Section 2. Eligibility.*

No person shall be elected or chosen a Director unless he is a member of a fraternity which is a member of the Conference with its dues paid and in good standing. For this purpose, a fraternity which has been granted an extension by the Board of Directors as provided in the By-Laws for the payment of dues, shall not be deemed a member in good standing. An elected member of the Board of Directors whose fraternity is not in good standing because of failure to pay its dues and/or withdraws membership in the Conference shall have his office vacated forthwith.

*Section 3. Vacancies.*

In the event of the death, incapacity or resignation of the Chairman, the Vice Chairman, or a Director occurring between Annual Meetings, such vacancy shall be filled by a majority vote of the remaining Directors, and the person thus elected shall serve the unexpired term of the deceased, incapacitated or resigned person. The resignation of a Director shall be submitted to the House of Delegates, if assembled, otherwise, the resignation shall be submitted to the Board of Directors through the President and CEO (Chief Executive Officer). A Director elected to serve an unexpired term may be elected thereafter to three full terms.



**Section 4. Duties.** The Board of Directors shall be responsible for carrying out the purpose and policies of the Conference, for the employment of an President and CEO.

**ARTICLE VI. Officers.**

The House of Delegates shall elect a Chairman and a Vice Chairman who shall serve a term of one year. In the event of a vacancy in the position of Chairman, the Vice Chairman shall assume the duties of Chairman until the next Annual Meeting. The President and CEO of the Conference shall serve as the Secretary-Treasurer, ex officio, but shall not be a member of the Board, nor vote in Board meetings.

**ARTICLE VII. Committees.**

There shall be the following committees of the House of Delegates:

**Section 1. Nominating Committee.**

The Nominating Committee shall consist of eight at-large members, together with the immediate Past- NIC Chairman willing and able to serve as Chair of the Committee. The selection of the at-large members shall be determined by alphabetic rotation of the names of NIC member organizations. The Nominating Committee shall select nominations for and prepare and present for election, by the House of Delegates, a slate of nominees for election to available Board positions, including the Directors being nominated for the positions of Chairman and Vice Chairman. In preparing its slate of nominees, the Nominating Committee shall conduct interviews with each nominee.

**Section 2. Legal Advocacy Fund.**

The Legal Advocacy Fund shall be appointed by the President and CEO of the NIC. The Committee shall be responsible for recommending financial support of either pending or recommended litigation which supports the interests of the Conference’s member organizations.

**Section 3. Membership Committee.**

The Membership Committee shall be appointed by the President and CEO. The Committee shall be responsible for review and recommendations regarding applications for membership in the Conference, adjudication of disputes between member fraternities, and the resolution of alleged violations of the Constitution and By-Laws of the Conference.

**Section 4. Other Committees.**

The Board of Directors or the President may form such other committees as they deem necessary to perform the work of the Conference. The President shall appoint the chairman and members of Board committees with the concurrence of the Board of Directors.

**ARTICLE VIII. Annual Meetings.**

The Annual Meeting of the North-American Interfraternity Conference shall be held at such time and place as designated by the Board of Directors. The Annual Meeting of the House of Delegates shall be held at the same time and place as it may decide in annual session or by the Board of Directors or by petition signed by at least two-thirds of its regular delegates.

**Section 1. Notices.**

Notices of the Annual Meeting of the Conference and of the House of Delegates shall be issued by the Conference not less than sixty days preceding the Annual Meeting, and thirty days preceding a special meeting.

**Section 2. Registration.**

Registration for the Annual Meeting shall be limited to representatives of NIC member fraternities, representatives of Associate Members, representatives of North-American Interfraternity Conference Foundation member foundations, and guests specifically invited by a member of the NIC Board of Directors or staff of the Conference. A person who is not registered shall not be admitted to any official function of the Annual Meeting.

**ARTICLE IX. Admission to Membership.**

Every general college fraternity eligible for membership in the Conference under Article III of this Constitution and under Section 1 of the By-Laws must apply to the Membership Committee no later than 60 days prior to the Conference’s Annual Meeting. Admission will be granted upon two-thirds vote of the Board of Directors in attendance at the meeting when the vote is taken on a positive recommendation by the Membership Committee. In the event of the failure by the applicant fraternity to obtain the approval of the Board of Directors for admission to membership in the Conference, such fraternity may thereafter appeal to the House of Delegates, which by a two-thirds vote of the member fraternities represented at such meeting may approve the application for admission and admit the fraternity to membership in the Conference. Failure to obtain a two-thirds vote in the House of Delegates shall affirm the action of the Board in rejecting the application for admission.



**ARTICLE X. Conduct: Disciplinary Action.**

*Section 1.*

No NIC member fraternity or Associate Member shall engage in any conduct or activity which is detrimental or prejudicial to the college or university community or the Conference. A violation of this Constitution or of the By-Laws shall be deemed evidence per se that the conduct or the activity is detrimental or prejudicial.

*Section 2.*

The Conference may establish in its By-Laws Standards of Membership to be maintained by all member fraternities.

*Section 3.*

Investigation and Hearing. The Board of Directors, through the Membership Committee, shall investigate all complaints which come to it in writing and shall forthwith communicate any such complaint to the alleged offender. Such written complaint shall specify the section of the Constitution or By-Laws alleged to have been violated and shall, in general, set forth the conduct or activity complained of. Both the complainant and the alleged offender shall be afforded a reasonable opportunity to appear and be heard before the Membership Committee. The Board of Directors, by a two-thirds vote of all its members, may expel, or impose lesser disciplinary action which the Board may determine to be appropriate under the circumstances, against the offender for conduct or activity found by the Board to be detrimental or prejudicial to the college or university community or the Conference. Lesser disciplinary action may include, but is not limited to, fines, public censure, or a period of suspension of voting rights.

*Section 4. Appeal.*

The member fraternity, or Associate Member shall have the right to appeal the disciplinary action of the Board of Directors to the House of Delegates at its Annual Meeting next following the notice of appeal. Appeal may be taken by the filing of a written notice or appeal with the office of the North-American Interfraternity Conference within sixty days from the date of the notice of the disciplinary action. The disciplinary action of the Board of Directors shall stand until the appeal shall be heard by the House of Delegates. The House of Delegates, by a majority vote of the members in attendance, may affirm or reverse the action of the Board of Directors and may lessen or increase the disciplinary action imposed by the Board.

**ARTICLE XI. Dues.**

The annual dues of members shall be fixed from time to time by the House of Delegates.

*Section 1. Payment: delinquency.*

All dues shall be payable in January of each year. On any amount unpaid on the first day of June next following, a charge of ten percent (10%) will be imposed. An additional charge of one percent (1%) will be added on the first day of each calendar month thereafter in which default continues, to and including the first day of December of that year. Thereafter, an additional one and one-half (1 ½ %) will be added on the first day of each calendar month in which default continues. If the charges for unpaid dues exceed those permitted by the applicable law, the said charges shall be the maximum so permitted. Has not been followed and will be.

*Section 2. Suspension of Representation.*

If dues have not been fully paid for the current year prior to the Board of Directors meeting immediately preceding the Annual Meeting of the House of Delegates, the delinquent member shall be denied representation in the House of Delegates and shall be dropped from membership in the Conference unless granted an extension by the Board of Directors.

**ARTICLE XII. Amendments.**

The Constitution may be amended at any meeting by a two-thirds vote of all the member fraternities entitled to vote in the House of Delegates, whether or not present at the meeting. If written notice of any proposed amendment has been mailed to all member fraternities at least 30 days before such meeting, then such amendment may be adopted by a two-thirds vote of all member fraternities present and voting on such amendment, provided that such two-thirds vote is not less than one-half of all members entitled to vote in the House of Delegates, whether or not present at the meeting. Amendments may be proposed by means of such advance written notice upon proper authorization of the governing body of any member fraternity or of the Board of Directors. Amendments may be adopted without a meeting by the written approval of two-thirds of all member fraternities entitled to vote in the House of Delegates. The Board of Directors may make recommendation to the House of Delegates regarding action to be taken on any proposed amendment.

**ARTICLE XIII. Incorporation.**

The Conference shall be incorporated under the membership corporation laws of the state of Indiana under the title "North-American Interfraternity Conference, Inc."



# By-Laws of the North American Interfraternity Conference

(Revised April 20, 2009)

## Section 1. Membership Requirements.

### (a) *Fraternity Membership.*

To be eligible for membership in the Conference, a fraternity must:

- (1). Be devoted to general fraternity ideals and in compliance with the Standards of the Conference;
- (2). Be (inter)national, as distinct from local, in character, meaning that it shall (I) consist of no fewer than five undergraduate chapters, each of which has a current undergraduate membership of at least ten members, (ii) include not less than three undergraduate chapters, which have been part of the fraternity for at least five years, and (iii) have constitutional provisions for national conventions or equivalent with interim authority in trustees, directors or other officers who supervise the affairs of the fraternity.
- (3). Be mutually exclusive of and in competition with other general fraternities, meaning that no member fraternity shall initiate a member of another fraternity until such time as the second fraternity shall have been formally notified in writing by the national office of the first fraternity that a candidate for membership in the second fraternity is no longer regarded as a member of the fraternity.
- (4). Attend the annual meeting and specific meetings of the House of Delegates.
- (5). Timely payment of annual membership dues.
- (6). Abide by the NIC's Constitution and By-Laws.
- (7). Honor the resolutions adopted by the House of Delegates.
- (8). Share best practices, statistics and information that will benefit member organizations.
- (9). Hold all chapters and colonies accountable to all policies/procedures and values statement(s) (i.e. Creeds) of their fraternity.
- (10). Have no undergraduate chapters related to institutions other than accredited (I) four year colleges or universities which grant Bachelor Degrees, or (ii) two-year degree granting colleges.
- (11). Submit an application fee of \$500.00 that will be applied to first year dues if admitted.

## Section 2. Standards

The North-American Interfraternity Conference (NIC) is a voluntary trade association and membership in the NIC requires each member organization to adhere to certain Standards of Membership. However, nothing in the NIC Standards shall be interpreted as implying that a NIC member organization has a duty to supervise, direct, or control collegiate students or chapters associated with that member organization. Failure of a member organization to adhere to the NIC Standards shall subject the member organization to appropriate action by the NIC, up to and including suspension or expulsion of membership in this voluntary trade association.

1. The following data, covering the preceding academic year, will be reported to the NIC headquarters by November 1<sup>st</sup> of each year:++
  - Number of pledges/new members\*
  - Retention of pledges
  - Number of initiates\*
  - Number of initiated men (undergraduate)\*
    - Retention of men for past academic years (annual retention rate for those who left fraternity prior to graduation)
    - Graduation rate of members
  - Number of chapters opened and size at time of chartering
  - Number of closed chapters and reason for closure
  - Number of active chapters\*
  - Number of members involved in campus leadership positions
  - Number of community service hours
  - Number of dollars raised for charitable causes
    - ++information collected will only be made public in a three tier aggregate of all NIC members. Raw data will be destroyed after aggregate data is compiled.
    - \*provided through normal course of member's financial audit notes
2. Member organization policies will include:



- Member's chapters agree to and support open expansion on their respective campuses (implemented no later than September 1, 2004)
  - Member organizations are insured with liability coverage (implemented no later than September 1, 2005)
  - Each associate/pledge/new member has a minimum high school GPA of 2.3 for first semester freshman year and (whichever is appropriate per NIC member decision)
    - +minimum college GPA of 2.25 thereafter;
    - +or has a GPA at or above each campus all-men's average thereafter (implemented no later than September 1, 2005)
  - Annual cumulative GPA of (whichever is appropriate per NIC member decision)
    - +at least a 2.5 for each chapter
    - +or at or above each campus all-men's average (implemented no later than September 1, 2005)
  - The associate/pledge/new member program shall last no longer than twelve weeks and encourages a program lasting less than twelve weeks. (implemented no later than September 1, 2005)
  - Fraternity-chapter women's auxiliary groups (i.e. "little sisters") are not allowed (implemented no later than September 1, 2004)
  - Risk management policies that address alcohol use, fire safety, hazing, and sexual assault/abuse (implemented no later than September 1, 2004)
  - Alcohol free at all rush/recruitment activities including formal, informal and summer/break recruitment activities (implemented no later than September 1, 2004)
  - Alcohol free pledge/associate/new member programs (implemented no later than September 1, 2004)
  - Language allowing for immediate chapter emergency, temporary suspension by individual fraternity (implemented no later than September 1, 2004)
3. Each member will communicate its values through its ritual at least annually or as prescribed by its policies (implemented no later than September 1, 2004)
4. Each member organization will communicate the importance of its undergraduate members participating in educational programming (whether campus, national fraternity or independently led) covering any of the following: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault, and values & ethics. (implemented by September 1, 2004) Members will be required to verify during compliance reports.

### ***Campus Expectations***

Not only will the Standards documents set basic expectations for NIC members, the NIC anticipates the following from NIC member host campuses:

The following data:

- Campus, all men's Greek system and chapter GPA by semester/quarter
  - Total number of men who pledged all chapters in an academic year
  - Total number of men who initiated all chapters in an academic year
  - Percentage of fraternity men compared to total number of all men on campus
  - Total number of chapters closed/opened in an academic year
  - Total number of Greek-life full-time professionals on each campus
  - Graduation Rate of fraternity men compared to total number of men on campus
- Host institution will provide a leadership class for credit for all pledges/new members (and if desired by institution, other members in other campus organizations) each term
  - *Open Expansion*  
No NIC member organization is prohibited from selecting undergraduates for the purpose of establishing a chapter on the campus of the host institution. The host institution's Interfraternity Council may not deter expansion by withholding membership of NIC group from IFC.
  - *Open Recruitment*  
Host institution will support open recruitment and will not prohibit any male enrolled as a full time student in good standing from participating in rush recruitment activities and joining an NIC member fraternity. Host institution will not prohibit NIC member fraternity from recruiting/rushing male students on campus.
  - Encourage faculty through incentives to become involved as faculty advisors to chapters.
  - Provide individual chapter, greek system and campus demographic information to chapters as requested.
  - Provide impartial judicial process with right of appeal.
  - Work to reestablish a five-day academic week.



- Provide financial management, property and accounts collection support.
- Campus-led programming designed to inhibit/prevent problem behaviors (for example, alcohol abuse or sexual assault) will not single out greek organizations from other campus organizations for mandatory participation requirements.

For the purposes of these By-Laws, “accredited” shall mean, in the United States, institutions which are accredited by one of the following regional associations: Middle States, New England, North Central, Northwest, Southern, or Western, and the accrediting agencies recognized by the American Council on Education; and, other than the United States, institutions which are accredited or approved in some similar manner.

For the purposes of these By-Laws, a chapter is “related to” an institution if its membership is drawn from students enrolled at such institution, and no formal agreement with or recognition by such institution shall be required or implied.

This subsection shall not be deemed to prohibit undergraduate chapters related to extension, branches or regional campuses of accredited institutions.

(b) Associate Membership. To be eligible for Associate Membership, the member must be either an individual, a firm, an association, a partnership, a corporation, or an officer or an employee of a corporation, or a member or employee of a partnership actively engaged in the business of manufacturing, selling, distributing, or providing supplies, products, or services to member fraternities. Election to Associate Membership shall be by majority vote of the Board of Directors. The Board of Directors shall fix dues, and establish and publish rules and procedures pertaining to Associate Membership in the Conference.

### **Section 3. Followup of Standards.**

The Board of Directors, by a two-thirds vote of all its members, may expel, or impose lesser disciplinary action which the Board may determine to be appropriate under the circumstances, against the offender for conduct or activity found by the Board to be in violation of Article X Section 1. Lesser Disciplinary action may include, but is not limited to; fines, public censure, or a period of suspension of voting rights.

### **Section 4. Colonies.**

A colony, meaning a newly-formed group or association of students sponsored, organized or assisted by a fraternity with the intent of it becoming a chapter or otherwise affiliated in any manner with that fraternity, may be established by a member fraternity only in relation to an accredited college or university. No member fraternity shall sponsor, organize, assist or participate in any manner in the formation, organization or establishment of a colony related to an accredited college or university, unless such college or university shall hold an approved candidacy status with the appropriate regional association, and such colony may become chartered only upon full accreditation of the institution.

### **Section 5. Comity.**

No member fraternity shall accept a petition for membership, grant colony or other affiliated status, or grant a charter to any group substantially representing an existing or previously resigned or disassociated colony or active chapter of another member fraternity, until the fraternity with which such group was previously connected has officially given written notice to the Conference that all rights have been waived by them, or until five years have elapsed from the date of resignation or disassociation. Potentially moved to the constitution.

### **Section 6. Affiliation of Local Chapter.**

Member fraternities may accept petitions for a charter from and grant charters to eligible local chapters in accredited colleges or universities. Upon receipt and acceptance of such petition, a member fraternity may give written notice to the Conference of such acceptance, identifying the local chapter and the institution with which it is related. Upon receipt by the conference of such notice, the local chapter shall be subject to the rules of comity set forth in Section 5, except that the elapsed time from the date of resignation or disassociation shall be three years instead of five years. A petition may not be accepted unless it has been approved by both the undergraduate and alumni components of the local chapter.

### **Section 7. Fiscal Year.**

The fiscal year of the Conference shall begin September 1.

### **Section 8. Governing Rules.**

The business of the Conference shall be governed by Robert’s Rules of Order, except as hereinafter noted.

### **Section 9. Amendments.**

Amendments to By-Laws relating to membership in the Conference, the qualifications, or privileges of membership of members may be made in the same manner as amendments to the Constitution are made. Other amendments to



the By-Laws may be made by the House of Delegates by a majority of the voting members voting thereon, with or without notice of the proposed amendment.



# Policy on Host Institution Indemnification, Recognition Agreements, and Volunteers

The Sigma Chi International Fraternity (Fraternity) will not defend or indemnify any college or university host institution against the institution's own negligence.

In addition, you should be aware that chapters, undergraduate chapter members or officers, chapter advisory board members, and House Corporation officers are not officers of the Sigma Chi International Fraternity, and have no authority to execute agreements, contracts, or documents on behalf of the Fraternity that would bind or otherwise obligate the Fraternity.

Pursuant to the Federal Volunteer Protection Act, 42 U.S.C. §§ 14501-14505, college or university host institutions may not hold Sigma Chi volunteers, at any level, liable for harm resulting from a negligent act or omission of a volunteer who was acting within the scope of his responsibilities as a Sigma Chi volunteer.

At the start of school in the Fall of each year, a copy of this policy and a copy of the Resolution upon which this policy is based should be mailed to each host institution that request/require such coverage. This policy should be published in the Standard Operating Procedures manual as notice to all members, officers and volunteers.



## Statement of Position on Official Web sites

SIGMACHLORG (<http://www.sigmachi.org>) & SIGMACHI.COM (<http://www.sigmachi.com>) are the official Web sites of the Sigma Chi Fraternity. All material on those Web sites is copyrighted. The logos are registered trademarks.

Several individual chapters at colleges and universities have launched their own Web sites. The International Fraternity encourages chapters to experiment with Internet publishing as a way to increase communication among members and present the chapter to potential members. However, these chapter pages do not in any way constitute official content of the International Fraternity. Rather, they represent the views, opinions and activities of the individual chapter and page author.

Comments and suggestions may be sent by e-mail to [editor@sigmachi.org](mailto:editor@sigmachi.org) or by phone to the Headquarters staff at (847) 869-3655.



# Statement of Position on Single Sex Fraternities

The Sigma Chi Fraternity has always placed a high value on educational diversity. By the very nature of our pluralistic society, students must be offered a wide range of educational options. One of the basic options that form the foundation of our educational system is the freedom of association.

Over the years, this freedom has been called into question because it has been used to discriminate against people based on their race, creed, color or sex. However, sexual discrimination in and of itself does not necessarily constitute an illegal, immoral, or unwise form of discrimination. It depends on the circumstances. In the area of employment, sexual discrimination is not a legal or acceptable criteria for screening employees. In education, some forms of sexual discrimination have been and continue to be acceptable. There are, at this time, a number of single sex colleges throughout the United States that see themselves as offering a valuable educational option.

Higher education in its beginnings in this country was based almost exclusively on single sex education. Over the years, this philosophy has changed and the vast majority of our educational institutions are now coeducational. However, there still exists and is an apparent need for institutions that provide single sex education.

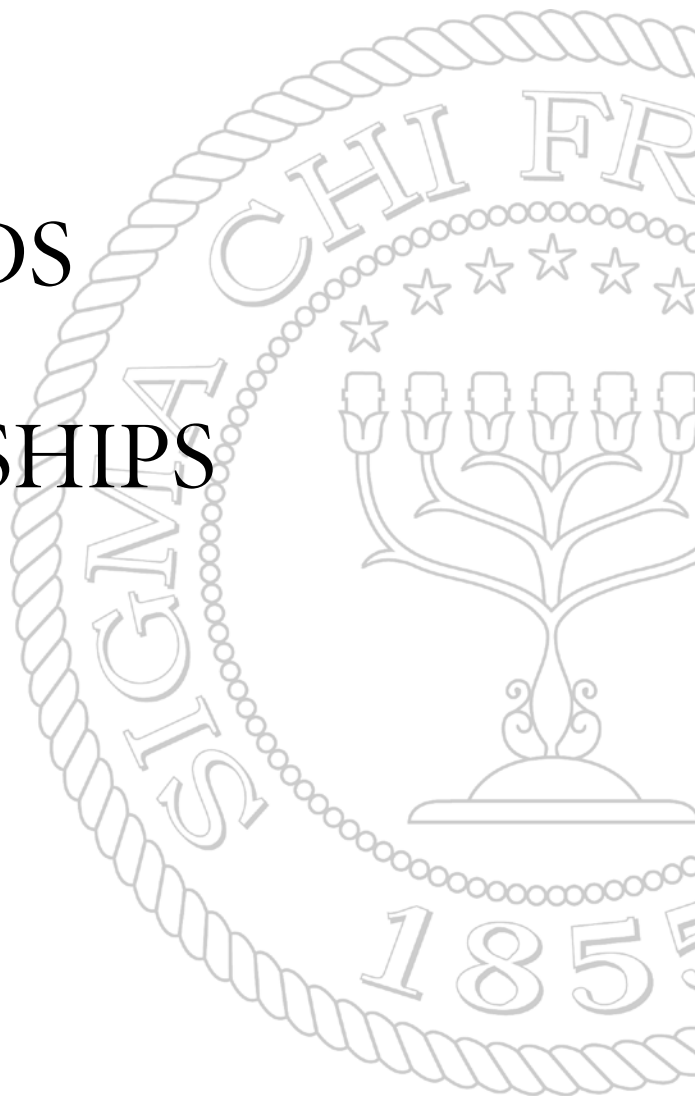
The question is not always whether sexual discrimination is legal or moral; in some cases the question is, "When is sexual discrimination appropriate and when is it inappropriate?" In fact, most coeducational institutions that provide university housing and varsity athletics do discriminate upon the basis of sex. When the students are assigned to a room in a residence hall, men and women are rarely assigned as roommates, in even the most open coeducational institution. The vast majority of varsity athletic programs are clearly separated on the basis of single sex.

The Sigma Chi Fraternity presently subscribes to the concept of a single sex organization as it relates to the Fraternity's educational and social choices. It should be noted that, within the Governing Laws of the Sigma Chi Fraternity, as presently constituted, the Fraternity affirms its present membership position as a male, single sex organization.

If a change to coeducational membership is to be sought among the various fraternities and sororities, it should be done through the art of persuasion, not through regulations.



AWARDS  
&  
SCHOLARSHIPS



# Awards & Scholarships

Both the Sigma Chi Fraternity and the Sigma Chi Foundation sponsor a wide range of awards that recognize undergraduates and alumni volunteers who have dedicated their time, effort, and expertise to Sigma Chi. The information needed to complete the applications for those awards is described on the next few pages.

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# Undergraduate Awards

## **International Balfour Award** (Also see the following: [S8.03](#), and [E8.03-1](#))

Every year, Sigma Chi honors its most outstanding graduating seniors with Balfour Awards. There are three tiers to the Balfour Award: chapter awards, province awards and one international award. First, brothers must select one graduating senior to receive their chapter's Balfour Award. Then, your chapter must submit this choice to the Grand Praetor, who will review the nominations and choose a winner for the province. Province winners may apply for the International Balfour Award, which honors Sigma Chi's most outstanding senior.

The outstanding senior from your chapter *will not* be honored unless you nominate him at the chapter level first. Use the following checklist and guidelines to help form your nomination.

### Chapter Award Winner

- Select your chapter's most outstanding senior. The criteria are:
  1. Evidence of good character, scholastic achievement and distinguished service to Sigma Chi
  2. Leadership and participation in campus activities
  3. Must be a graduating senior
  4. Must be receiving an undergraduate degree before the fall term of the following academic year.
- Complete the application and submit it to your Grand Praetor by the middle of March. Use additional sheets as necessary. Keep a copy for reference.

### Province Nominee

- From the pool of chapter award winners, the Grand Praetor will select and announce his province nominee by the middle of March. Province nominees must immediately begin to prepare their nominating brochures. The completed brochure is due to the staff support for the International Balfour Committee at Headquarters by the middle of April.
- Immediately after a nominee is notified of province selection, he should order a certified transcript of his grades that includes the most recent full term.
- Request three or four letters of recommendation. These letters should be included in the nominating brochure. One letter should be from the university president, chancellor or dean, a second from the chapter advisor, and one or two letters should be from other persons who know the nominee personally. At least one letter should mention the candidate's cumulative grade point average. The Grand Praetor must also send a letter of recommendation before the middle of April, either to the nominee or directly to the staff support for the International Balfour Committee at Headquarters.
- Complete a nominating brochure. The guidelines follow. Submit it directly to the staff support for the International Balfour Committee at Headquarters no later than the middle of April and notify your Grand Praetor that you have sent it.

### Nominating brochure

All province winners are required to submit a nominating brochure as their application for the international award. The brochure must fulfill the following criteria exactly.

1. It must consist of no more than 10 pages of standard 8.5" x 11" white paper.
  2. Pages are not to be enclosed in plastic.
  3. All letters in the brochure should be addressed to the Balfour Awards Selection Committee.
- *Cover*: In the upper center: International Balfour Award; Name of candidate; University; Chapter Name; Name of Province. Use full names. No other wording, please.
  - *Page 1*: Cover letter from candidate explaining his background and most distinguishing accomplishment or character trait.
  - *Page 2*: Certified transcript of grades, including most recently completed full term.
  - Include grade point average. Multi-page transcripts provided by the college or university are considered one page.
  - *Pages 3, 4, 5*: Up to three pages outlining fraternity and campus involvement and offices, employment, awards and honors
  - *Page 6*: Letter of recommendation from the President, Chancellor or Dean of your college or university
  - *Page 7*: Letter of recommendation from the Grand Praetor.
  - *Page 8*: Letter of recommendation from chapter advisor
  - *Pages 9, 10*: One or two other letters of recommendation. These letters could be from the Faculty Advisor, Greek Advisor, a professor, or supervisor at work.



## Peterson Significant Chapter Award (Also see the following: [S8.05](#) and [E8.05-1](#))

The Peterson Significant Chapter Award, sponsored annually by the Sigma Chi Foundation, is the highest honor bestowed upon an undergraduate chapter. Named for 38th Grand Consul J. Dwight Peterson, **INDIANA 1919**, the award recognizes excellent performance by chapters in all major areas of operation and programming.

There is no minimum or maximum number of chapters that may win the award in any given year. Award criteria are assigned on an objective scale, and encompass the entire gamut of chapter activities, from financial stability, to chapter and member reputation, to Ritual and Initiation performance. Because chapter operations vary among campuses and chapters, each chapter measures itself against these absolute Sigma Chi standards, rather than against other Sigma Chi chapters.

The following will help you better understand the application process.

### Objectives

The Peterson criteria are the set of guidelines against which all applications are judged. Peterson Award winners are selected from submissions of the Annual Report, a mandatory report that each chapter must file each academic year on or before May 1<sup>st</sup>.

Applications are graded on a percentage basis (100% being the maximum); to win a Peterson, a chapter's application must score at least 90%. This point system was designed to provide each chapter with a firm blueprint to plan for the award and eliminate personal bias in the grading process.

### Guidelines

Your application should conform to several general guidelines. Most are designed to ensure that no chapter, by virtue of its history, host institution or location, receives favorable treatment over any other chapter. Any chapter which does not follow each of these requirements may be ineligible to receive the award.

- **Electronic Submissions:** Only submissions sent in via the electronic submission Web site will be considered.
- **Deadlines:** Each application must be submitted on the Web site by May 1. The Chapter Advisor and Grand Praetor, in turn, must submit their portions on the Web site no later than May 15.
- **Scoring:** Chapters must receive at least 90% out of a possible 100% to win the award.
- **Signatures:** Each application must be digitally “signed” by your chapter's Consul for the purpose of validating the information contained in the application. These signatures are not grounds for a recommendation, but rather certify the accuracy of the information provided.
- **Validity of material:** Information furnished must be current as of, and should be compiled from May 2<sup>nd</sup> of the previous academic year through April 15<sup>th</sup> of the current academic year.
- **Inaccuracy and incompleteness:** Applications should contain accurate and complete information. Although incomplete applications will be reviewed, you are drastically reducing your chances of winning the award. Moreover, a discovery of inaccurate or false information may result in disqualification.
- **Reporting delinquency:** Excessive or repeated delinquency in fulfilling reporting obligations to the Fraternity may result in an application being ruled invalid. Talk to your Quaestor and Magister to make sure that they submit all the required fees and forms to the Fraternity on a timely basis throughout the year.

Beyond these rules, each application will be reviewed according to the chapter's individual merit and situation.

### Review

Peterson applications are reviewed by the Peterson Award Revision Task Force, a committee of Fraternity volunteers appointed by the Grand Consul to continually update and revise the method used to evaluate chapters.

- Each chapter will receive a breakdown of their performance on the Annual Report at Balfour LTW each year. Questions, comments, or appeals concerning the feedback should be sent in writing to Headquarters. The committee will then meet again to consider any such appeals it has received. In addition to determining the Peterson Significant Chapter Award winners, Peterson applications are used to determine the winners of several other Foundation and Fraternity awards:
  - The James F. Bash Significant Improvement Award recognizes chapters who did not qualify for the Peterson Award, but made significant progress in the past year.
  - The Legion of Honor Award recognizes chapters with commendable scholarship programs.
  - The Daniel William Cooper Award goes to the chapter with the most outstanding scholarship program.



If you have questions about the application process, the criteria or the Peterson Award itself, please contact Headquarters. In addition, the committee would be happy to hear your comments, positive or negative, about the award or the application and review process.

Every Sigma Chi chapter has the raw material needed to win a Peterson Significant Chapter Award.

### **James F. Bash Significant Improvement Award**

*The winner of this award is chosen from the Peterson Significant Chapter Award applicants.*

The James F. Bash Significant Improvement Award, funded by the late 49th Grand Consul James F. Bash, Butler & Indiana 1946, and his wife, Connie, is given to chapters demonstrating major improvement in total chapter operations from year to year. Significant Improvement is defined as a gain of at least 12.5 percent in the score ascribed to the chapter's Peterson Significant Chapter Award application from one year to the next.

For example, if a chapter scored a 60% on their Peterson submission in 2006, they would need a 75% on their Peterson submission in 2007 to win the Bash Award.

If a chapter wins a Peterson Award, they will be rendered ineligible for the Bash Award.

The chapter must have achieved a score of at least 50% on the previous year's application to be eligible.

### **Legion of Honor Award** (Also see the following: [E8.05-3](#))

*The winner of this award is chosen from the Peterson Significant Chapter Award applicants.*

The Legion of Honor Award honors undergraduate chapters with commendable scholarship programs. The scholarship program in every Sigma Chi chapter should encourage and create positive scholastic attitudes and enhance the individual brother's desire to reach his fullest potential during the course of his college education. The award is intended to stimulate chapters to establish scholarship programs that benefit all brothers in the chapter. The winner of this award is chosen from the Peterson Significant Chapter Award applicants.

### **Daniel William Cooper Award** (Also see the following: [E8.05-2](#))

*The winner of this award is chosen from the Peterson Significant Chapter Award applicants.*

Each year, the Fraternity honors an undergraduate chapter that has the most outstanding scholarship program with the Daniel William Cooper Award. The winning chapter receives a plaque and has its name engraved on the Daniel William Cooper Award trophy on display at Headquarters. The winner of this award is chosen from the Legion of Honor Award recipients.

### **Charles G. Ross Undergraduate Chapter Publications Program Award** (Also see the following: [E8.05-5](#))

*Deadline May 31*

The Fraternity presents the Charles G. Ross Award to the undergraduate chapter with the most outstanding publications program. Criteria include content of both undergraduate and alumni news, writing and editing, layout, general appearance, frequency of issues and the quality of the publication. The award is named for the late Significant Sig Charles G. Ross, Missouri-Columbia 1905, newsman and press secretary to Harry S. Truman. The winner of this award is chosen from newsletters that are mailed to Sigma Chi Headquarters between June 1-May 31 of each year. To be considered for the Ross Award send copies of newsletters Headquarters.

### **The Robert E. Joseph RMF Award**

#### *Background*

In recognition of 20 years of distinguished leadership of the Risk Management Foundation, the RMF Board of Directors voted unanimously in August 2008 to name the RMF Award in honor of past RMF Chairman and Past Grand Consul Robert E. Joseph, Willamette 1957. Brother Joseph served as the founding chairman of the RMF and was on the board continuously from 1991 until his retirement in April 2008. Under Brother Joseph's leadership, the RMF has provided comprehensive risk management education and invaluable assistance in times of loss to countless Sigma Chi undergraduates across the continent.

The RMF began funding this annual grant in 1998 for the purpose of supporting further risk management education and chapter house life safety improvements, as well as recognizing chapters with exemplary risk management programs. Since then, the RMF award has honored 21 outstanding chapters and provided grant monies of over \$100,000 with awards ranging from \$1,000 to \$10,000.

Award criteria are assigned on a subjective scale and encompass the entire gamut of chapter risk management activities, from building and fire safety to chapter educational risk management programs.



Grant money can be used for the funding of future educational programs related to risk management, or for necessary safety repairs to the physical property of a chapter house (especially those repairs and upgrades recommended by the Life Safety Inspection).

*Guidelines*

Your application, when completed, should conform to the following five (5) general guidelines. The application is designed to ensure that no chapter, by virtue of its history, host institution, or location, receives favorable treatment over any other chapter. An application that does not follow each of these requirements will be ineligible for the award.

*Deadline:*

Applications and recommendations must be submitted to the Robert E. Joseph RMF Award Committee concurrent with the Peterson Significant Chapter Award deadline.

*Recommendations:*

For eligibility, recommendations are required from:

- 1) a House Corporation Officer or Chapter/Alumni Advisor
- 2) the Greek Advisor.

Recommendation forms are available for download (pdf) at [www.RMFeducation.org](http://www.RMFeducation.org) (see links below). They must be printed, signed by the appropriate officer, and sent to the Risk Management Foundation via email (RMF@sigmachi.org), fax (847-869-4906), or postmarked by the award deadline, in order for your chapter's submission to be considered.

*Validity of Material:*

Information furnished must be as of, and should be compiled through, February 28. Our expectation is that the material presented covers the 2nd semester (3rd Quarter) of the previous school year and the 1st semester (2nd Quarter) of the current year.

*Format Guidelines:*

You must submit your application online at [www.RMFeducation.org](http://www.RMFeducation.org).

\*TIP: Type and save your responses in a word-processing program. Once they are completed, copy and paste your text into the online form.

*Accuracy and Completeness:*

Applications should contain accurate and complete information. The discovery of inaccurate or false information will result in disqualification. Incomplete applications will be ineligible for the award and will not be reviewed by the RMF Award Committee.

If you have questions about the application process, the criteria, or the RMF Award itself, please contact the Risk Management Foundation at [RMF@sigmachi.org](mailto:RMF@sigmachi.org).

*Review*

Robert E. Joseph RMF Award applications are reviewed by the Risk Management Foundation's Award Committee. Applications are due concurrent with the deadline for the Peterson Significant Chapter Award. The Award Committee will then meet before July 1 to review the applications and determine the winners. The winning applicant(s) will receive a grant for purposes of improving house safety or creating a scholarship fund, the interest of which can be used for educational scholarships for the risk manager or to pay for various educational speakers to lecture at the chapter. Winners will be announced at the Balfour Leadership Training Workshop.



# Alumni Awards

## **William T. Bringham Sr. Best House Corporation Officer Award** (Also see the following: [E8.05-7](#))

*Deadline: March 1*

The William T. Bringham Sr. Best House Corporation Officer Award, first presented in 1974, is named for William T. Bringham Sr., Illinois Wesleyan 1946, Sigma Chi's Executive Secretary for 35 years. The Awards Committee selects the annual winner from chapter and house corporation nominations.

To nominate a brother:

- Include nominee's name, chapter and graduation year, address, occupation, telephone number and e-mail address.
- Outline house corporation leadership positions held, with dates of service.
- Describe this brother's most noteworthy contributions to the functioning of the house corporation and quality of life of the active chapter.
- Explain why this nominee deserves the award.
- Also submit letters of recommendation from the Grand Praetor, chapter advisor, and Consul of the active chapter or other house corporation officer.
- Include your name, chapter, telephone number, and e-mail address.

Send to:

Bringham Award  
Sigma Chi Headquarters  
P.O. Box 469  
Evanston, IL 60204-0469

## **Erwin L. LeClerc Outstanding Chapter Advisor Award** (Also see the following: [E8.05-7](#))

*Deadline: March 1*

Created in 1972, the Erwin L. LeClerc Outstanding Chapter Advisor Award annually recognizes the most outstanding chapter advisor(s) in the Fraternity. The award is named for Erwin L. LeClerc, Colorado State 1923, member of the Order of Constantine and former Grand Praetor, Executive Committee member and advisor to chapters at Colorado State, Louisiana State, George Washington and Maryland. The Awards Committee determines the winner(s) from nominations submitted by undergraduate chapters and recommendation from the Grand Praetor of the province.

To nominate a brother:

- Include nominee's name, chapter, year, address, telephone number, e-mail address and occupation.
- Describe the type, manner and extent of the nominee's efforts as chapter advisor.
- Explain how the active chapter and its members have benefited from his service.
- Describe why he deserves this award.
- Submit letters of recommendation from the Grand Praetor, Consul and campus Greek advisor or other university official.
- Include your name, chapter, telephone number and e-mail address

Send to:

LeClerc Award  
Sigma Chi Headquarters  
P.O. Box 469  
Evanston, IL 60204-0469

## **Jay E. Minton Best Alumni Chapter Officer Award** (Also see the following: [E8.05-7](#))

*Deadline: March 1*

Each year, the Fraternity's Awards Committee selects an outstanding alumni chapter officer to receive the Jay E. Minton Best Alumni Chapter Officer Award. Created in 1975, the award is named in honor of Jay E. Minton, Missouri-Columbia 1917, past alumni chapter officer and vice president of the Order of Constantine. The award recognizes outstanding leadership, administration, Fraternity relations and service, effectiveness, and improvement by an officer in his alumni chapter.

To nominate a brother:

- Include nominee's name, chapter and graduation year, occupation, address, phone number, e-mail



- address and name of alumni chapter
- State alumni chapter leadership positions held, with dates and length of service.
- Describe the nominee's major contributions to the success of the chapter.
- Explain how the alumni chapter and its members have benefited from his service.
- You may submit letters of recommendation from the Grand Praetor and other chapter officers.
- Include your name, telephone number and e-mail address.

Send to:

Minton Award  
Sigma Chi Headquarters  
P.O. Box 469  
Evanston, IL 60204-0469

### **Dr. Henry Stegemeier Outstanding Faculty Advisor Award**

*Deadline: May 1*

The Faculty Advisor Awards honor the Fraternity's outstanding faculty advisors each year. The award was established to honor Henri Stegemeier, Butler 1932, who served the Kappa Kappa Chapter at the University of Illinois as faculty advisor and counselor for more than 40 years. He was a member of the Order of Constantine, an emeritus professor of German, and chairman of the University of Illinois German department.

The Foundation recognizes that a faculty advisor can positively impact an undergraduate chapter's scholastic performance, improve communication and relations between the chapter and the faculty and administration, and support brothers in their scholarly pursuits. Nominations must be submitted by the undergraduate chapter served. Please visit SIGMACHLORG, to find information on the application process.

An application for the Stegemeier Award can be obtained by contacting the director of alumni services at Headquarters, (847) 869-3655.

### **Alumni Chapter Excellence Award** (Also see the following: [E8.05-7](#))

*Deadline: March 1 of each year a Grand Chapter is held*

The Alumni Chapter Excellence Award recognizes not just one individual's efforts to improve the alumni experience, but the accomplishments of an entire alumni chapter. This biennial award, presented in Grand Chapter years, was conceptualized and is sponsored by Constantine Sig Bruce Morgan Casner, George Washington 1971, past president of the Washington, D.C. Alumni Chapter and 1978 recipient of the Jay Minton Outstanding Alumni Officer Award. It honors those alumni chapters that strive toward excellence in all aspects of programming and operations including: membership fulfillment, undergraduate support and community involvement. The application for this award is available at SIGMACHI.ORG.

### **Dr. Donald B. Ward Alumni Community Service Award** (Also see the following: [E8.05-7](#))

*Deadline: March 1*

In 1957 the Chicago Alumni Chapter created this annual award to recognize the alumni group that makes the most significant contribution to the welfare of its community or to a worthy regional, national or international charity. The award is named for Order of Constantine Sig Donald B. Ward, Northwestern 1942, who was instrumental in its origin. The recipient group receives a certificate and its name is recorded on an award plaque at Headquarters. The application for this award is available at SIGMACHI.ORG.

### **Edwin C. Fisher Grand Praetor Award** (Also see the following: [E8.05-7](#))

*Deadline: March 1 of each year a Grand Chapter is held*

The biennial Edwin C. Fisher Grand Praetor Award, created in 1985, honors a Grand Praetor who has executed his statutory duties, aided brothers and their chapters in reaching their full potential, and strived to foster a spirit of brotherly unity among the chapters within his province. The award, which is presented in Grand Chapter years, is named for past Grand Praetor and Grand Quaestor Edwin C. Fisher, Illinois 1928. The recipient receives a gold Sigma Chi ring featuring the Crest and the recipient's school name. The application for this award is available at SIGMACHI.ORG.

### **James E. Montgomery Alumni Chapter Publications Award** (Also see the following: [E8.05-8](#))

*Deadline: May 31*

The Fraternity annually recognizes the most outstanding alumni chapter publications with the Montgomery Award, named for the late Indiana newspaper publisher James E. Montgomery, Butler and Stanford 1908. A committee of



alumni journalists evaluates alumni group publications received at Headquarters on the basis of frequency, content and balance, writing and editing, general appearance and overall quality. Newsletters are evaluated on the basis of frequency, content and balance, writing and editing, general appearance and overall quality. The winner is chosen from newsletters that are mailed to Sigma Chi Headquarters between June 1<sup>st</sup> and May 31<sup>st</sup> of each year. To be considered for the Montgomery Award, send copies of newsletters to Headquarters.

### **Order of Constantine** (Also see the following: [S8.02](#))

*Deadline: Dec. 31*

The highest Fraternity honor, the Order of Constantine is composed of alumni members who have devoted long and distinguished service to Sigma Chi. Membership in the Order is determined by a committee of seven of its members, at least three of them being members of the Grand Council. Each candidate must be nominated by at least five brothers, three of them members of the Order. New members are inducted annually, and each receives a certificate, a medal and a pin. Forms for nominations are available at SIGMACHI.ORG.

### **Significant Sig Award** (Also see the following: [S8.01](#))

*Deadline: Nov. 15*

Brothers whose achievements have brought honor and prestige to the Fraternity are awarded the Significant Sig Award. Any member can nominate a brother for the Significant Sig Award. The Executive Committee selects the recipients and honors them at Grand Chapter, Grand Councilor an event at the Significant Sig's home chapter. Each recipient is awarded an engraved medal, certificate and lapel pin, and his name is added to the Significant Sig gallery at Headquarters. Forms for nominations are available at SIGMACHI.ORG.

### **Seven Lights Award**

*Deadline: March 15*

The Seven Lights Award is presented to alumni members who have demonstrated significant service to the Fraternity.

Nominations will be submitted to the Alumni Awards Committee by March 15. Each recipient will receive a certificate to be presented at the local level. An additional certificate is prepared for the recipient's home chapter for their archives.

Each candidate must be nominated by at least three brothers. One letter of nomination must be from a Grand Praetor, a Grand Trustee, an Alumni Chapter President, or a Chapter Advisor. The other two letters of nomination may be from any active alumnus or undergraduate brother. Those selected will have been an active alumnus for ten or more years. No more than 28 shall be awarded annually. Significant Sigs and Order of Constantine Brothers are not eligible for this award.

Download the application at SIGMACHI.ORG.

### **Semi-Century Sig Award** (Also see the following: [E8.05-11](#))

The Semi-Century Sig Award recognizes brothers who have been active in the Fraternity for 50 years or more. The award certificate is presented at the request of an undergraduate or alumni chapter. Contact Headquarters for more information at (847) 869-3655.



## Other Awards

### Edna A. Boss Houseparent Award

*Deadline: March 1*

In 1974, Sigma Chi established the Edna A. Boss Houseparent Award at the suggestion of the Delta Upsilon Chapter at Kansas State. Alumni and undergraduates from Delta Upsilon provide financial support for the award, which is named for Edna A. Boss, who served as their houseparent for 20 years. The Executive Committee presents the award to an outstanding houseparent annually.

To nominate a houseparent:

- Include the nominee's name, chapter, title, address, years of service to the chapter,
- hometown, phone number and e-mail address.
- Describe nominee's duties and responsibilities.
- Describe the nominee's main contributions to the quality of life of the chapter.
- Explain why the nominee deserves this award.
- Outline the nominee's previous positions and activities.
- Optional: Include letters of recommendation from the Grand Praetor, chapter advisor, house corporation officer and/or a campus official
- Include your name, chapter, phone number and e-mail address.

Send to:

Edna Boss Award  
Sigma Chi Headquarters  
P.O. Box 469  
Evanston, IL 60204-0469

### International Sweetheart Award (Also see the following: [S8.04](#) and [E8.04-1](#))

*Deadline: March 1 of each year a Grand Chapter is held*

The Fraternity selects a new International Sweetheart at each Grand Chapter for the following two-year period. Each chapter is welcome to nominate its current Sweetheart as a candidate for International Sweetheart of Sigma Chi. Chapters nominating International Sweetheart candidates must submit nominating brochures and the nomination fee to Headquarters no later than March 1.

#### Eligibility

Each nominee must be a full-time student in the nominating chapter's school. If a nominating chapter's school is all male, the candidate must be a full-time student from a nearby college or university. Each nominee must be the official sweetheart of the nominating chapter at the time of the nomination deadline. Each nominee must be unmarried at the time of the Grand Chapter at which they are elected. The International Sweetheart Selection Committee will then review the nominating brochures and select three finalists to be invited to attend Grand Chapter, where the new International Sweetheart will be selected by vote of the delegates from the undergraduate chapters.

#### How to nominate your Sweetheart

Prepare a nominating brochure (see below). The qualities of the International Sweetheart are much more than skin deep. International Sweetheart candidates are chosen on the basis of campus and Sigma Chi activity, general accomplishments, academic performance, character, personality and public speaking abilities. Candidates are further encouraged to have a firm understanding of the values and ideals that our Fraternity embodies.

#### Section 1.01 Nomination Procedure

Nominations must be submitted via e-mail to [sweetheart@sigmach.org](mailto:sweetheart@sigmach.org) by end of day on March 1st.

All nominations must be submitted in a single Microsoft Word or Adobe Acrobat file. Any pictures, documents, or transcripts that have to be submitted should be scanned and inserted into the nomination document. (*Please note: In order to ensure fairness, paper applications sent to Sigma Chi Headquarters by mail will not be accepted; however, files that are too large to be submitted via e-mail may be sent to Headquarters on a disk or CD.*)

The application must include the following items and strictly adhere to the page limitations provided (page breakdown is included on the following page):



<i>Page</i>	<i>Section 1.02 Item</i>
1	Cover page including the candidate's name, nominating chapter and university.
2	Candidate Information: college program and anticipated graduation date, current and summer address, phone numbers and e-mail address.
3	One 5" x 7" color picture displaying the head and shoulders of the candidate.
4	A formal written letter from the chapter, indicating why the chapter has nominated their Sweetheart for the role of International Sweetheart
5-6	Candidate's resume
7	Candidate's educational transcript
8	Letter of recommendation from a Sigma Chi alumnus.
9	Letter of recommendation from a non-Sigma Chi.
10-11	A formal, written letter by the candidate to the International Sweetheart Selection Committee answering the following question:
12-14	Three additional 5" x 7" color pictures of the candidate's choice. (Note: Please select pictures that portray the candidate's unique personality, interests, friends, family, or community involvement, i.e. the candidate with the chapter, at a campus event)

### **Mark V. Anderson Character-In-Action™ Leadership Award**

A person with character shows trustworthiness, respect, responsibility, fairness and citizenship. Whether he donates his time and energy to a worthy cause, acts as a role model for the youth of his community or simply goes out of his way to help others, Sigma Chi recognizes this as character-in-action™.

#### Award Criteria

- Nominee must be a Sigma Chi
- Recognition should be for an action/deed rather than a donation
- Should be focused on extraordinary service rather than monetary sacrifice
- Recognition should be for an action that leads to the betterment or support of the community, not for an action directed at Sigma Chi Fraternity
- Cannot be recognized for a service/action done as part of his compensated employment responsibility

To nominate a brother who should be recognized with this award, send an e-mail to [character@sigmach.org](mailto:character@sigmach.org).

### **Military Service Recognition Pin**

Sigma Chi is pleased to recognize honorably discharged or currently serving members of U.S. and Canadian armed forces, remembering that the White Cross we wear is the emblem of sacrifice. The virtues displayed through one's service to country brings honor to the name of Sigma Chi.

The award may be bestowed upon either undergraduate or alumnus brothers who have met the following criteria:

- Currently serving or honorably discharged from the armed forces
- A member in good standing of Sigma Chi Fraternity



# Scholarships

The Sigma Chi Foundation, through the generosity of many incredible brothers, offers undergraduate and graduate Sigma Chis a number of different scholarships and grants.

Information on those scholarships is outlined below. Applications are available at [foundation.sigmachi.org](http://foundation.sigmachi.org). If you have any questions, please call Sigma Chi International Headquarters, (847) 869-3655, or send an e-mail to [scholarships@sigmachi.org](mailto:scholarships@sigmachi.org).

## Balfour Fellowship Program

In 1985, the Sigma Chi Foundation took an acclaimed step in its continuing effort to provide academic stimulus and guidance within the undergraduate chapters of Sigma Chi. In that year, the Foundation established the L.G. Balfour Fellowship Program named in honor of Significant Sig and 29th Grand Consul Lloyd G. Balfour, Indiana 1907.

### Role of the Balfour Fellow

The Balfour Fellow is a graduate student who serves as an active educational resource for the chapter. They partner with local Sigma Chi volunteers and university community members to work with individual brothers and help to create an educational environment that fosters personal growth and development in each undergraduate member.

Beginning in 2006, the Balfour Fellows will take on new responsibilities in alignment with the Fraternity's strategic plan. Although the Balfour Fellows will continue to serve as academic advisors for their chapters, they will also take on the responsibility of alcohol education through the Choices program.

### Expectations of the Balfour Fellow

- In conjunction with chapter officers, create a scholarship plan using the Academic Performance Improvement Program model.
- Develop a comprehensive list of all educational resources, programs, seminars and tools offered by the host institution. Also, the Balfour Fellow must actively educate the chapter about those resources.
- Conduct the Choices Alcohol Education Seminar during the first semester. He will also be responsible for conducting the three- and six-month follow-up session.
- Work with the chapter advisory board and chapter officers to infuse scholarship at all levels of the undergraduate Sigma Chi leadership experience.
- If needed, recruit, train and facilitate the implementation of a faculty advisor at the chapter.
- Ensure that the chapter appoints a scholarship chairman and that he is trained to carry out his responsibilities.
- Submit quarterly reports to measure progress, as well as give and receive feedback.
- Attend a mandatory training session during the summer.
- Be present at as many chapter meetings, chapter executive committee meetings and chapter functions as possible.

In short, the program not only provides an enriching experience for the Balfour Fellow, but it can have a highly positive effect on the young men of the chapter the Fellow serves.

The application for this fellowship is available at [SIGMACHI.ORG](http://SIGMACHI.ORG).

## Leona and Earl A. Denton International Business Scholarship Award

*Deadline: May 1*

A gift from Leona Denton, wife of Earl A. Denton, Chicago 1929, inaugurated the Denton Scholarship Award. The award annually provides a grant to a graduating senior or current graduate student in the field of international affairs, with an emphasis in world trade, economics, business or political science. The funds are derived from the interest earned annually by the Denton Fund.

Brother Denton owned and operated a Chicago-based international trade firm. He was also a former officer and lifelong supporter of the Chicago Alumni Chapter. It is the hope of the Sigma Chi Foundation that these funds not only assist the recipient, but further the progress in the area of world trade. A selection committee reviews the applications and determines the winner.

## General Leadership Grants

*Deadline: May 1*

Each year, the Sigma Chi Foundation provides general \$1,000 leadership grants to qualified undergraduates through the Scholarship Grant Program.



General scholarship grants are available to students in any academic field of endeavor. Funds can be used for tuition/fees payments only, and are made jointly payable to the student and the institution he will attend the following fall. Typically recipients are announced and award checks are mailed each August.

Please see the Scholarship Award Application, available at SIGMACHI.ORG, for specifics on how to apply. Visit the Foundation section of the site and click on “Scholarships.”

### **Mark P. Herschede Engineering Award**

*Deadline: May 1*

In 1990, Constantine Sig Mark P. Herschede, Cincinnati 1940, contributed \$250,000 to the Sigma Chi Foundation to establish a permanent fund to benefit Sigma Chi graduate students studying engineering.

An engineer himself, Herschede's endowment will provide the scholarship winners with grants of \$2,500 or more for tuition and fees. Presently, only the Balfour Fellowships offer grants of a higher monetary value through the Sigma Chi Foundation.

Funds are available for tuition/fees payment only. Checks are made jointly payable to the student and the institution the student will attend the following fall. To be eligible, an applicant must have a cumulative grade point average of a 3.0 or higher on a 4.0 scale.

### **Order of the Scroll Award** (Also see the following: [E8.05-4](#))

*Deadline: May 1*

The Order of the Scroll Award annually honors one undergraduate from each of our chapters who is nominated by his chapter mates for outstanding direction of their chapter's academic programming. Winners are recognized for their commitment to improving their chapter's academic performance and scholarship programming. Winners of the Order of the Scroll are truly a credit to The Fraternity as they have personally dedicated themselves to assisting brothers in their academic pursuits.

### **Dr. George C. Ruhle Outstanding Scholar Award**

The Dr. George C. Ruhle Outstanding Scholar Award annually honors Sigma Chi's number one undergraduate scholar. This award draws its nominees from the roster of Order of the Scroll recipients. Dr. Ruhle, Montana & Yale 1931, for whom the award is named, was a Significant Sig and member of the Order of Constantine and was one of the Foundation's most loyal supporters from its inception.

### **Grace and Jack D. Madson Graduate Scholarships**

*Deadline: May 1*

This permanent fund was established in 1992 by Grace and Jack D. Madson, Utah State 1925, to benefit Sigma Chi graduate students in any academic field. Only first-year graduate students are eligible for this one-time graduate student scholarship.

Funds are available for tuition/fees payment only, and are made payable directly to the student and the institution the student will attend the following fall. To be eligible, an applicant must have a cumulative grade average of 3.0 on a 4.0 scale, have a college degree and be entering their first year of graduate school.

### **Walsh Medical Scholarship**

*Deadline: May 1*

This fund was established in 2003 by Dan Walsh, Southeast Missouri State 1971, to assist graduate students who are pursuing a degree in the field of medicine. The individual(s) must have an undergraduate degree and must be either taking additional undergraduate classes that would enable him to enter medical school or currently be enrolled in good standing in a school of osteopathic, allopathic, podiatric or veterinary medicine. All applicants must have a minimum of 3.0 or better (on a 4.0 scale) in pre-med courses, within a scientific major or as an enrolled medical student.

Funds are available for tuition/fees payment only, and are made payable to the student and the institution the student will attend the following fall.



# Resources

## RESOURCES



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# Conduct Discipline Procedures

Every individual Sigma Chi takes a voluntary oath to conduct himself as a high-minded man and a gentleman. Our Ritual asks each brother to hold himself first and then his fellow brothers accountable to a higher standard. As such it is incumbent on every brother to be mindful of both his conduct and that of his brothers. When the occasion arises that a brother's behavior is in conflict with the high standards of our Order, his fellow brothers are obligated to confront him in a brotherly way so that he may be reminded of the ill effects brought on by the stain of dishonor.

For most occasions of conduct violations, this form of brotherly confrontation is sufficient, resulting in behavioral change. However, circumstances may arise in which a brother is unresponsive to individual confrontation or his behavior is so egregious that it reaches the level of conduct unbecoming of a Sigma Chi. These occasions may necessitate the chapter's use of a judicial board, as proscribed in the Model bylaws (Article VII).

The judicial board process is designed to reflect the Great Aim of justice within our Fraternity. The chapter should take great care to be mindful of this aim when:

- Selecting judicial board members
- Investigating the incident in question
- Involving local/regional alumni
- Conducting the trial proceedings
- Reaching a just resolution
- Communicating the resolution to the brother, chapter and General Fraternity

It is imperative for all involved parties to understand the ramifications for such actions and to make sure that all the appropriate documentation has been collected by the chapter, chapter advisor, and Grand Praetor prior to notifying Headquarters of the disciplinary action taken. As such, it is the chapter's responsibility to know the Governing Laws and Executive Committee Regulations. The pertinent Statute and ECR is 7.01.

## The Formal Process

### Document the Incident, Investigation and Judicial Board Hearing

Once the undergraduate chapter has executed a judicial board hearing according to the Governing Laws and the chapter bylaws and it has been voted on by the chapter with a 2/3 majority vote, it may submit a Form 51 to the General Fraternity. The Form 51 requires complete documentation of the incident that has occurred, as well as the adjudication process utilized by the chapter in reaching a resolution.

### Complete the Form 51: Notification of Disciplinary Action

Please be sure to fill this form out in its entirety. Incomplete forms will not be processed.

### The Form 51 (Notification of Disciplinary Action) is received at Headquarters

After the form 51 has been submitted to the director of accountability, he will review and verify the information provided.

- A. If the form indicates any disciplinary measure other than conduct expulsion/suspension, the director of accountability will notify the Chapter and Member Accountability Committee (CAMAC), which will review the action taken by the undergraduate chapter or alumni and either confirm the decision or provide instruction for an alternate resolution.
- B. If the form indicates expulsion/suspension, the director of accountability will contact principals (Consul, chapter advisor, Grand Praetor, brother(s) involved in the conduct violation) of the chapter/alumni decision and inform them of the appeal process. The brothers being disciplined will have 30 days to appeal their penalty in writing.

### Appeal

- A. If there is no appeal requested, the aforementioned individuals will receive confirmation of conduct expulsion/suspension, a decision which will be final.
- B. If an appeal is received, the director of accountability will contact the CAMAC to notify them of the request. The CAMAC will review the appeal and decide upon its merit.
- C. If appeal is denied, the principals will be notified as such and the decision will be final. If the appeal is granted, the CAMAC will request that the Grand Praetor recommend a three member Trial Board to hear the case. The Grand Praetor will have 14 days to make these recommendations. The Chairman of the CAMAC will then appoint a Trial Board to hear the case. The Trial Board will contact the principals and ensure that the trial takes place at a destination arranged by the accused and the Trial Board no later than 30 days after its appointment by the CAMAC. The Trial Board will conduct the proceedings and inform the brothers being disciplined, the director of accountability, and Grand Praetor of the decision within



seven days.

- D. Following the notification, all brothers involved will have 15 days to present new evidence to the director of accountability before the CAMAC meets to review the decision. If the Trial Board recommends any disciplinary action other than expulsion, the CAMAC will either confirm the decision or provide instruction for an alternate resolution. If the Trial Board recommends expulsion, the CAMAC will then meet to review the trial board recommendation and make a recommendation to the Executive Committee.

Executive Committee Action

Once the recommendation from the CAMAC has been received, the Executive Committee will deliberate and make a decision. All parties involved will be notified of this decision, which will be final.

The Form 51

The Form 51 can be found on [SIGMACHI.ORG/CONSUL](http://SIGMACHI.ORG/CONSUL).



# Financial Discipline Procedures

As with any Fraternity matter, it is imperative that the involved parties be familiar with the Governing Laws, in this case Statute 7.02, Executive Committee Regulations 7.02-1, 7.02-2, and 7.02-3, as well as various portions of the Ritual. It is also important to understand the distinction between a suspended and an expelled brother. A brother is financially suspended by the Executive Committee for one year if he fails to execute his financial responsibilities with the undergraduate chapter. If after being suspended by the Executive Committee that brother fails to reconcile his account within one year, he is automatically expelled from the Fraternity. If he pays during his one-year suspension, he is automatically placed on the upcoming Executive Committee meeting agenda for reinstatement. If he has been expelled, he must reconcile his account and make a formal written appeal to the Executive Committee as to why he should be reinstated.

Financial suspension requires that all parties involved (the undergraduate chapter, Grand Praetor, chapter advisor, Headquarters staff, and Executive Committee) understand the grounds for such a request. Thus, it is important that the undergraduate chapter take every reasonable measure to collect the money from the delinquent brother, including written notices to the member in question. This documentation will ensure prompt and fair handling of the matter by the Headquarters staff and Executive Committee. Make sure that all signatures appear on Form 50 or the Request for Financial Suspension form, to which is attached documentation of the chapter's attempts to collect the delinquent money.

## The Process

### The Form 50 is received at Headquarters

- A. The director of accountability ensures that all required signatures are present and that the chapter has attached proof of its attempts to collect delinquent money from the brother proposed for suspension (a copy of a letter will suffice as such proof).
- B. If the form is in order, the associate director of accountability issues a delinquency notice informing the delinquent brother that he should reconcile his account to avoid suspension of membership at the next Executive Committee meeting. According to Executive Committee Regulation 7.02-1, the brother proposed for suspension is allowed at least thirty days from his Headquarters notice of delinquency to pay or contest the charges of delinquency. Accordingly, if the Form 50 is received within 30 days of the upcoming Executive Committee meeting, the brother must be given until the next Executive Committee meeting to reconcile his account.
- C. If the form does not have the appropriate signatures, the director of undergraduate services will request the missing information from the chapter or the Grand Praetor. The form cannot be processed without the proper signatures.

### Reinstatements

- A. For a suspended brother to be reinstated, Headquarters must receive either:
  1. A letter from the current Consul or Quaestor of the chapter indicating the brother has reconciled his account; or,
  2. Payment from the suspended brother. If Headquarters receives payment, the director of financial accountability will forward that payment to the chapter with a letter saying the brother will be placed on the agenda for reinstatement at the upcoming meeting. A letter is also sent to the brother informing him he will be placed on the agenda of the next Executive Committee meeting.

### Executive Committee Action

The director of financial accountability presents the name(s) of the brothers proposed for financial suspension or reinstatement, verifying that the requisite procedures have been executed. The Executive Committee may request additional information from Headquarters or local officials (chapter, Grand Praetor, or Chapter Advisor) on a particular case.

### After the Meeting

- A. The director of financial accountability sends a letter to the suspended brother informing him of the rights accorded him under Statute 7.02.
- B. Headquarters will update each suspended brother's computer record at Headquarters, denoting expulsion, suspension, or good standing.

### Expulsions

If a brother fails to reconcile his delinquent account within one year of his suspension, he is automatically expelled from membership in Sigma Chi, and is notified by the Headquarters. He must pay the delinquent money and formally petition the Executive Committee to be considered for reinstatement.

### Semi-Annual Report Procedures

It is important that the financial discipline process is followed correctly; if it is not, a chapter may be charged semi-



annual dues for a brother they "think they have expelled.' It is also important to note that there is no such status as "local suspension.' Only after the proper forms have been filed with Headquarters is a member considered suspended. Similarly, then, if a chapter submits financial suspension paperwork, but the suspension has not yet been acted upon by the Executive Committee, the chapter may not be responsible for the payment of the semi-annual dues; however, for the chapter's payment responsibility to be waived, the members in question must actually be suspended.

That is to say, hypothetically, a chapter cannot file suspension paperwork for 10 brothers on March 1, pay \$350 less in semi-annuals on March 15 (the semi-annuals due date), then write Headquarters on April 1 saying that the brothers have paid up, thus making it unnecessary to suspend them at the April 10 Executive Committee meeting. This illustration is purposefully extreme; in fact, most chapters adhere to the rules on matters of financial suspension, but it is important to know how the process works.

The Form 50

The Form 50 can be found at [SIGMACHI.ORG/QUAESTOR](http://SIGMACHI.ORG/QUAESTOR).



# Headquarters Staff

## Contact Information

***By mail:***

1714 Hinman Avenue  
Evanston, Illinois 60201-4517

***Phone:***

(847) 869-3655

***Fax:***

(847) 869-4906

***Online:***

SIGMACHI.ORG/STAFF & SIGMACHI.COM

***Updating your information:***

SIGMACHI.COM

Please refer to the Headquarters contact list located at the Fraternity's Web site for the most up-to-date staff contact information.

***General e-mail accounts:***

Accounts Receivable:

[accountsreceivable@sigmachi.org](mailto:accountsreceivable@sigmachi.org)

Balfour LTW

[bltw@sigmachi.org](mailto:bltw@sigmachi.org)

Chapter Eternal

[chaptereternal@sigmachi.org](mailto:chaptereternal@sigmachi.org)

General inquiries

[headquarters@sigmachi.org](mailto:headquarters@sigmachi.org)

Life Loyal Sig

[lifeloyalsig@sigmachi.org](mailto:lifeloyalsig@sigmachi.org)

*The Magazine of Sigma Chi*

[editor@sigmachi.org](mailto:editor@sigmachi.org)



# Statement on Ghosting

## What Is Ghosting?

Ghosting is the intentional omission of an active member or pledge class from the chapter roll submitted to Headquarters. This omission sometimes occurs unintentionally due to confusion over who is considered to be an active member. Intentional omission of members and/or pledge classes in order to retain or forgo fees will not be tolerated and is considered embezzlement by the Executive Committee.

Any omission of dues owed to the General Fraternity is in breach of Statute No. 5.05, 5.06 and 5.07.

## What Happens When an Active Member is Ghosted?

- The chapter is withholding funds from the General Fraternity, a non-profit organization that cannot operate without base revenue. This could lead to increased fees internationally.
- The ghosted active member(s) is cheated out of appropriate membership status, membership benefits, lifetime membership opportunities and associations with alumni and alumni chapters.
- Critical Risk Management Foundation payments are unpaid for ghosted member(s) which leaves the chapter improperly insured and places the members in jeopardy of policy infringement.
- Decreases the accuracy of Headquarters' data and reports.

## Who is Considered to be an Active Member?

Statute 3.03 states that "The designation active member shall apply to any member who is enrolled as an undergraduate student at an institution at which an active chapter is chartered, and who is either a member or an affiliate member of the chapter. A graduate student who is otherwise eligible for active membership shall be designated an active member at his request."

This includes any member who has temporarily left school for internships, missions, traveling abroad, etc. This does not include individuals called for military service during the academic year.

Therefore, an active member is required to pay fees as long as he is still enrolled in the institution (regardless of local chapter by-laws). Even if the member is expelled from the local fraternity, the member will owe fees until he has graduated or is no longer enrolled within the institution. An option to handle financially delinquent members is to file a Form 50: Request for Financial Suspension along with proof of delinquency to Headquarters, which will place the individual member on suspension from the chapter role until all fees are paid.

## Who is Responsible?

The officer(s) who submits the form in which a member(s) is omitted will be held responsible. If ghosting is performed on the semi-annual report, the Consul, Quaestor and Chapter Advisor will be held accountable. If the ghosting is performed on the 400 B Pledge Form, the Magister will be held accountable. If ghosting is performed on the 400 C Initiation Report the Magister and Chapter Advisor will be held accountable.

## What is the Consequence of Ghosting?

Any chapter found ghosting will face serious consequences such as expulsion, fines, or suspension of membership.

## How Does a Chapter Prevent Ghosting?

- Accurately and truthfully update all members' status on semi-annual forms and report all pledges on Forms 400 A, B, and C.
- Collect all fees from members before deadlines. If a member cannot afford to pay fees, submit a Form 50 for the member. The Form 50 will place the individual member on a suspended status. The member will be left off of future semi-annual forms and have 365 days to pay all semi-annual fees owed.



# Officer Responsibilities

## Annotator

- Keep accurate records, reports, and minutes of chapter meetings and other meetings and events as the chapter may require, and to transcribe these records into the chapter minute book.
- Furnish the chapter officers and the Grand Officers with information as they need and request it.
- Organize and maintain the chapter's administrative files, records and bylaws.
- Maintain the chapter's permanent record of members' personal data and information, including the chapter's roll book.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

## Chapter Advisor

- Be appointed by the respective Grand Praetor for a term of one year, to act as a direct guide to the undergraduate chapter (or chapters) assigned to him by the Grand Praetor.
- In his position under the supervision of the Grand Praetor, act as an untitled but actual assistant Grand Praetor for the particular chapter, under the direction and approval of the Grand Praetor.
- Possess an intimate knowledge of the activities, accomplishments, problems, alumni, officers, members and pledges of each chapter.
- Endeavor to strengthen the standing of the chapter in scholarship, morals, discipline, conduct of activities, campus leadership and relations with the Fraternity.
- Be directly responsible to the Grand Praetor and the Fraternity for the operations, activities and conduct of the chapters and members.
- At least once each month, and preferably more often, visit the chapter (or chapters) under his supervision.
- Make himself available as needed for guidance, counsel and direction of the particular chapters, officers and members.
- Be a Life Loyal Sig or dues-paying member of the Fraternity.
- With the financial advisor, maintain a close and thorough knowledge of the financial operations of the chapter, particularly the accounts receivable and payable. He shall, each month, secure the names of members of the chapter who are delinquent in their accounts for two months, ascertain the cause of said delinquency and any extenuating circumstances, and report this information to the Grand Praetor.
- Review, and approve or disapprove, the Official Pledge Report forms, Certificate of Compliance and other official reports of the chapter.
- Maintain a close relationship with the university officials on the campus on which the chapter is located.
- Attend Balfour LTW as soon as possible within two years of his selection as chapter advisor.
- Advise the Grand Praetor and Headquarters of any developments or rulings of consequence to the Fraternity from his chapter and its university or college, and vice versa.
- Ensure that the recruiting, pledge training, membership standards, social activities, chapter meetings, alumni relations, campus and community relations, Initiations, financial operations, and Fraternity and chapter regulations are conducted in strict adherence to the adopted standards, and in the most competent and mature manner possible.
- Perform such other duties as may be required by the Grand Praetor and the Executive Committee.
- File an annual report on the chapter with the Grand Praetor.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

## Chapter Editor

- Prepare and publicize all of the chapter's printed periodicals and materials, including a reasonably frequently published newsletter, and, as specified by the chapter, a recruitment brochure, event programs, and other brochures and publications.
- Supply the editor of *The Magazine of Sigma Chi* with quarterly articles that include news and photos of Fraternity-wide interest about the chapter and members. Further, to supply the editor with copies of all chapter publications and other information as requested.
- Assist the Consul in the preparation of the Peterson Significant Chapter Award application, Balfour Award nomination and other Fraternity award applications.
- Work with the Public Relations Chairman to prepare and distribute news releases about chapter events, public service projects, and member news to the campus and hometown media.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.



## Consul

- Be ultimately accountable for everything that the chapter both does or fails to do.
- Acquaint himself with all requirements of Sigma Chi's Ritual, Governing Laws and policies, as well as with all chapter bylaws and campus regulations, and ensure that these standards are strictly followed.
- Maintain the integrity of, the chapter's respect for and the proper performance of the Ritual.
- Ardently guard the security of the Charter, Ritual and ritualistic materials.
- Preside over the chapter meetings and such chapter affairs as is appropriate.
- Maintain a broad knowledge of all chapter activities and areas of operation.
- Immediately, upon election, develop a program of goals toward which he and his executive committee shall strive to achieve during his term.
- Work with the Grand Praetor, the chapter advisor, chapter alumni and Headquarters in guiding the affairs of the chapter.
- Acquaint all officers with the extent and importance of their duties, delegate authority and responsibility to these officers, and ensure these duties and responsibilities are carried out.
- Maintain a close relationship with university administrators and with officers of other campus fraternities.
- See that chapter administrative affairs are handled promptly and that orderly chapter administrative files are maintained.
- Maintain and strengthen the chapter's activities, accomplishments, and proficiency in all internal and external areas.
- Maintain high standards of chapter scholarship, discipline, etiquette, morals and hospitality, as a reflection of the Ritual of Sigma Chi.
- Watch for potential problems within the chapter and implement the measures necessary to prevent their further development.
- Conduct himself so as to always deserve the respect and cooperation of all brothers.
- Cultivate and preserve unity within the chapter.
- Train and assist his successor as Consul and ensure that all other chapter officers carry out the same responsibilities toward their successors.
- Attend Balfour LTW.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

## Grand Praetor

As the highest official in each province, the Grand Praetor is responsible for the activities and success of Sigma Chi in his province. His duties shall include:

### *Undergraduate Chapters*

- Supervise and direct all chapters, chapter advisors, and house corporations according to germane Governing Laws.
- Appoint for a term of one year, a chapter advisor to assist and support each chapter.
- Require each chapter to establish a written action plan for all areas of chapter operations to be submitted to the Grand Praetor by Sept. 1 each year.
- Make at least one, but preferably more than one, effective official visit to each chapter annually.
- Effectively communicate with every chapter and stay informed on their progress and status toward achieving their goals.
- Require strict adherence to the Ritual, Constitution, Statutes and Executive Committee Regulations.
- Endeavor to strengthen the standing of the respective chapters in the province in scholarship, morals, discipline, conduct of activities, campus leadership, faculty and school relations, community and public relations, alumni relations, and relations with the General Fraternity.
- Maintain correspondence with the Grand Trustee assigned to his province.
- Review the Official Pledge Report forms and Approval of Initiation forms that shall be submitted online by each chapter on a timely basis.
- Approve or disapprove the official Pledge Examination of the candidates for Initiation, which shall be submitted online by each chapter on a timely basis. This authority may be delegated to the chapter advisor.
- Report his observations and findings on each chapter annually in writing to the Executive Committee of the Fraternity.
- Maintain good relations with the university administrators and officials of other fraternities.
- Foster and develop new chapters.



***Alumni Chapters and Associations***

- Maintain direct supervision of all chapters and associations.
- Encourage, through visitations and communication, high standards of activity, operation, interest and relations with the Fraternity, and promote assistance to the undergraduate chapters.
- Foster and develop new chapters and associations.

***Other Duties***

- Be a voting member of the Grand Council of Sigma Chi.
- Represent the Fraternity in his province.
- Attend Balfour Leadership Training Workshop and other training programs as required.
- Convene at least one meeting annually with all representatives of the chapters in his province and file a report thereof with the Executive Director.
- Publicize and encourage participation in Sigma Chi Foundation programs.
- Perform such other duties as may be required by the Executive Committee, Grand Consul or Grand Council.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

**Historian**

- Gather and make a permanent record of chapter activities, events and members, in a scrapbook, chapter history or similar volume.
- Care for and preserve the library and historical records and properties of the chapter.
- Furnish any information the Grand Historian may request, and assist in the preparation of chapter historical material for Fraternity publications.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

**Magister**

- Conduct a chapter program that prepares the pledge brothers for Initiation as committed, responsible and active brothers.
- Plan, articulate, organize and lead the conduct of this program in the chapter.
- Ensure the understanding, support and involvement of all members of the undergraduate chapter.
- Guide a chapter program that instills pride in and commitment to the ideals of Sigma Chi through learning, participation and responsibility.
- Prevent any activities or occurrences of hazing, or any activities which are embarrassing, trivial, deceptive, subservient or contradictory to academic responsibility.
- Establish and guide the pledge program to emphasize individual responsibility and motivation in scholastic achievement.
- Direct and conduct the program based on and consistent with Sigma Chi pledge objectives, programs and materials.
- Ensure that the official pledge and initiation forms and fees are furnished on time to the Fraternity.
- Oversee the chapter's preparations for and conduct of indoctrination and initiation activities.
- Supervise the care of Ritual equipment.
- Assist the Pro Consul in Post Initiation Training.
- Attend Balfour Leadership Training Workshop.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

**Pro Consul**

- Assist the Consul in ensuring that chapter affairs and operations are conducted thoroughly and efficiently, that all chapter activities are carried out in the best manner possible, and that all members and pledges conduct themselves always in the best interests of the Fraternity and the chapter.
- Assume the full responsibilities of the Consul's position in the Consul's absence or incapacity.
- Preside over and administer the affairs of the chapter executive committee.
- Direct and coordinate a program of Post Initiation Training immediately following each Initiation.
- Direct and coordinate the work of all chapter committees.
- Keep himself constantly informed of chapter and Fraternity affairs and activities so as to advise the Consul and assist in the leadership of the chapter.
- Carry out such other duties as the Consul may direct.
- Train and assist his successor, and supervise a similar training program among all incoming and outgoing officers.
- Attend Balfour Leadership Training Workshop.



- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### Quaestor

- As treasurer of the chapter, collect and preserve all monies due the chapter, and disburse money as the chapter needs and directs, consistent with the requirements of good business, sound fiscal procedure, Fraternity policy and chapter resources.
- Prepare a budget before the start of the chapter fiscal year, present it to the Executive Committee and chapter advisor, and follow its provisions, ensuring that the chapter operates within its means.
- Record all chapter financial operations, using a legitimate bookkeeping system.
- Ensure that all dues and fees owed the chapter and Fraternity by members and pledges are paid on time, and to carry out specified enforcement procedures for overdue accounts.
- Ensure that the chapter's financial obligations to the Fraternity, landlord, local merchants and others are properly met.
- Provide Headquarters, the chapter advisor and Grand Praetor with the specified monthly and semi-annual reports, as well as a yearly budget.
- Ensure that the required reports are provided to federal and state tax and Social Security officials.
- Attend the Balfour Leadership Training Workshop.
- Maintain and enforce a chapter financial policy.
- Identify financially delinquent members for the purposes of suspension and/or expulsion.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### Risk Manager

- Develop and implement the chapter's safety and risk management program.
- Correct, with the assistance of the house corporation, chapter advisor, executive committee and brothers of the chapter, any risk management problems that directly violate the policy, rules, regulations and laws of the host institution, state and federal government, or Sigma Chi Fraternity.
- Continually anticipate potential safety problems within and affecting the chapter.
- Advise the executive committee and chapter advisor of any measures necessary to prevent major problems or unfavorable situations from developing.
- Assist other officers of the chapter in incorporating safety and risk management into their own programs and offices.
- Conduct and coordinate the safety education of chapter members, employees, and pledges.
- Post the risk management policies and regulations and the Sigma Chi policy on alcohol.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### Recruitment Chairman

- Plan, organize and coordinate a year-round chapter recruitment program.
- Assist the chapter in measuring potential members against the requirements of *The Jordan Standard* and the ideals of the Ritual.
- Help the chapter develop its own set of specific membership criteria in addition to *The Jordan Standard* and the Ritual.
- Ensure that every brother, not just a few individuals, participates in membership recruitment.
- Coordinate all communications with prospective members, including all printed recruitment matter.
- Ensure adherence to the Fraternity and campus rush regulations.
- Effectively recruit all men recommended to the chapter by fellow Sigma Chis, and to acknowledge and thank any brothers making such recommendations.
- Sufficiently inform potential members of the academic standards, financial obligations and ideals of Sigma Chi.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.
- Attend Balfour LTW

### Scholarship Chairman

- Cultivate a priority for learning and scholastic achievement among brothers and pledge brothers.
- Maintain an atmosphere suitable for study in the chapter house.
- Provide information on scholarship and financial resources and assistance available from the chapter, campus and Fraternity.
- Plan and conduct chapter educational programs, including faculty discussions, chapter awards and campus-wide academic events.



- Assist the Consul in the maintenance of Fraternity and university academic requirements.
- Assist the Recruitment Chairman and Magister in emphasizing academic priorities in the chapter's recruitment and pledge programs.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### **Tribune**

- Implement programs that involve and recognize alumni.
- Prepare and send all necessary chapter correspondence.
- Assist the Consul and other officers in coordinating and submitting all forms, fees and reports to the Fraternity in a timely manner.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.



# Pledge and Initiation Form Procedures

Each chapter is obligated to keep the Fraternity informed each time it pledges and initiates new members. This reporting is accomplished via three online forms:

1. The Pledge Form (400A)
2. The Pledge Class Form (400B)
3. The Request for Initiation (400C)

*All forms must be submitted online. Explanations and procedures associated with each form follow.*

## ***The Pledge Form (400A)***

The pledge form is used to officially register men as potential members of the Fraternity. Information that is entered into the forms online is submitted to our member database. Submit one 400A form and \$100 for each pledge.

## ***The Pledge Class Form (400B)***

The pledge class form is used by your Grand Praetor and Headquarters to forecast upcoming Initiation activity and to verify the information listed on each individual pledge form. Submit one Pledge Class Form (400B) for each pledge class.

## ***The Request for Initiation (400C)***

Per the Governing Laws, all Initiations must first be approved by the Grand Praetor. The Request for Initiation Form (400C) is your means of complying with this regulation. It is your chapter's official application to hold an Initiation.

## ***Process***

All online forms are handled through the Fraternity's membership Web site, [sigmachi.org/pledge](http://sigmachi.org/pledge). Specific information and instructions on the submission of forms is available on the page pertaining to the function the chapter or volunteer is attempting to use.

Specific questions on navigating the site should be directed to Headquarters.

### Step One (400A)

1. Each pledge should fill in his own information on the 400A using the specifically designated pledge log-in credentials which are available by requesting the chapter's password at the log-in screen to the Chapter System.

### Step Two (400B)

1. 10 days following (or earlier) the formal pledging of the pledge class, the Magister submits the online 400B, which is forwarded to the Grand Praetor for approval.
2. Magister sends a check for \$100 per pledge to Headquarters. Magister contacts Headquarters to order pledge pins and *Norman Shields*. \*\*
3. Grand Praetor verifies all information is accurate and consistent on the 400A and 400B.
4. Grand Praetor prints a copy of the forms for his files.
5. Grand Praetor submits the 400B to Headquarters by following the instructions on the page.

### Step Three (400C)

*Complete at least 21 days prior to Initiation*

1. Magister logs on to SIGMACHI.COM to access the 400C, which was automatically generated when the Grand Praetor approved the 400B.
2. Magister enters the appropriate status for each person on the 400C
3. Magister enters grades for each candidate.
4. Magister submits the 400C, which is forwarded to the Grand Praetor for approval.
5. Magister sends a check for \$200 per candidate to Headquarters.

### Step Four (400C)

*Complete at least 21 days prior to Initiation*

1. Grand Praetor verifies that all grades have been entered, letting Headquarters know of any inconsistencies or errors.
2. Grand Praetors makes copies of the 400C for his files.
3. Grand Praetor, if he approves, submits the 400C.
4. Headquarters automatically sends Initiation badges to the chapter upon receipt of the Grand Praetor-approved 400C and the check for initiates.

*If for any reason the Grand Praetor does not approve of the Initiation, he should notify the chapter to suspend Initiation procedures immediately and then notify Headquarters of his decision.*

\*\* Contact: Order Processing (847) 869-3655

Orders are shipped to the chapter's address. We do not ship to P.O. Boxes or any address to which UPS cannot deliver. If your chapter's permanent address is a P.O. Box, please provide an alternate street address for shipping.



# Chapter Crisis Management Plan Outline

*BE PREPARED, BE CALM, AND LEARN FROM THE SITUATION*

## How to Create a Crisis Management Plan for Your Chapter

Unfortunate circumstances do arise. As a chapter, knowing how to respond in the event of an incident is crucial. Be prepared with a crisis management plan. If an accident occurs, the chapter, especially the officers, must take control of the scene. The following crisis management plan will help your chapter effectively address a situation.

### Pre-Crisis (Be Prepared)

- Form a crisis management team consisting of the Consul, Pro Consul, risk manager, chapter advisor, and, if applicable, the public relations chairman.
- Compile a list of contacts and have contact information for all parties who can assist the chapter if a crisis occurs (see attached). This should include your chapter advisor, Grand Praetor, Headquarters resources (Risk Management Foundation (RMF) managing director), college or university administrator/Greek advisor, and local police and fire department contacts.
- Review the RMF's and your college or university's rules, regulations, and recommendations regarding all aspects of risk management. With this information, provide educational programming for the chapter regarding alcohol management, chapter house safety guidelines, and all other pertinent issues.
- Be sure to follow the RMF policies, available at [www.RMFeducation.org](http://www.RMFeducation.org) and have first aid and fire prevention supplies available in a known and easily accessible place.

### During Crisis (Be Calm)

- In the event of a serious situation, contact the proper authorities (police, fire, paramedics) immediately. If someone on site is properly trained and able, have him or her administer treatment to anyone injured until professional help arrives.
- Safely remove all unnecessary parties from the location to avoid confusion and distractions. While doing this, be sure to maintain control and order. The Consul is in charge and must remain calm as people turn to him for answers.
- After those injured are properly cared for, gather all chapter members and inform them of the situation. Make sure they know what has been done and what the chapter is planning to do to remedy the situation.
- Gather facts and record all accounts of what happened. At a later time contact all witnesses and record their accounts as well as their names, addresses and phone numbers. Also remember to take down the names of the police officers who responded to the call.
- Contact the list, especially the chapter advisor, Grand Praetor, the appropriate Headquarters staff members, and Greek advisor, to give a complete and accurate account of what happened.
- Appoint a spokesperson, usually the Consul or public relations chairman, to be the one and only brother dealing with media and other outside parties.
- Inform anyone who might need counseling where they can receive it at the college or university or in the local community.

*(A sample contact list follows on the next page)*



**The List** - *For assistance if a crisis occurs*

<b>Contact</b>	<b>Name</b>	<b>Phone Number</b>
Chapter advisor		
House corporation president		
Grand Praetor		
Grand Trustee		
Sigma Chi Headquarters		(847) 869-3655
College or university administrator/Greek advisor		
Local police		
Campus safety		
Fire department		
Poison control center		
Local taxi companies		



# Sample Procedural Rules for Grand Council

## Rule 1: Membership

"The Grand Council shall consist of the members of the Executive Committee, the several Past Grand Consuls, the Grand Tribune, the Grand Historian, the several Grand Praetors, the several Grand Trustees, one undergraduate to be designated by each Grand Praetor, and such others as may be described by Statute:' [from Constitution - Article IV- F]. "The members of the Leadership Training Board shall be ex-officio, non-voting members of the Grand Council:" [from Statute 4.27]. All others are non-voting attendees.

## Rule 2: Credentials

The requisite certification of the undergraduate province representatives of the Grand Council has been met through the notification to Headquarters by the Grand Praetors per Statute 4.23. Members other than the undergraduate province representatives have been certified by their election by the Grand Chapter or their appointment by the Grand Consul.

## Rule 3: Quorum

"A majority of the members of the Grand Council shall constitute a quorum at all sessions of the Grand Council:" [ECR 4.24-1]

## Rule 4: Officers

The officers of this Grand Council shall be the Grand Consul, the Grand Pro Consul, a Parliamentarian, an Assistant Parliamentarian, one or more Annotators, one or more Kustos, and such other officers as it may elect.

## Rule 5: Rules

Robert's Rules of Order Newly Revised edition (hereinafter referred to simply as Robert's Rules), except as superseded by our Constitution and Statutes, and the rules herein shall be the rules of this Grand Council, insofar as they are applicable. In the event of ambiguity or conflict, the ruling of the Presiding Officer shall be final except where Robert's Rules allows the members to vote on an appeal of the decision of the chair.

## Rule 6: Voting

- (a) The Grand Council may consider and vote on any two or more proposed amendments as a unit under these rules, Robert's Rules notwithstanding, unless a minimum of twenty-five (25%) percent of the voting members object to the proposals being combined.
- (b) Each voting member of the Grand Council shall be entitled to one (1) vote, which must be cast by the individual. There shall be no proxy voting.

## Rule 7: Table

A motion to table a proposed amendment to a pending measure shall be in order. If adopted, said motion shall not carry or prejudice the original measure. A motion to table should not be confused with a motion to postpone. A motion, once tabled, can only be taken from the table at this Grand Council.

## Rule 8: Roll Call Vote

When ten or more voting members demand that a vote be recorded, it shall be taken first by the undergraduate members in alphabetical order, then by the Grand Praetors, then by the Grand Trustees, then by the members of the Executive Committee, then by Past Grand Consuls, and finally by the Grand Consul. To expedite the voting process, the Chair may rule to use an alternative method instead of a full roll call vote.

## Rule 9: Reports

Reports by committees shall be at the discretion of the Presiding Officer. Written reports may be received by the Grand Council, subject to inquiry and clarification by any member of the body.

## Rule 10: Order of Business

The Grand Council shall proceed in the order of business prepared and printed by the Grand Pro Consul and the Grand Council Agenda Committee, except as modified from time to time during the Grand Council by the Presiding Officer's ruling.

## Rule 11: Resolutions

All resolutions shall be referred to the Presiding Officer who shall have the same read and without debate call for a vote from the voting members for receipt or referral to the appropriate standing committee for its further action.

## Rule 12: Presentation of Proposals

At the discretion of the Presiding Officer, any proposal may be presented and discussed by a panel as follows:



Not more than five speakers for the pro and five speakers for the contra may address themselves to the proposal, with an aggregate time limit of 15 minutes for the pro side and 15 minutes for the contra side. Said speakers will talk in any sequence unless otherwise designated by the Presiding Officer. After such presentation, comments may be made upon such proposal or inquiries concerning the same from the floor. All speakers are strictly limited to no more than three (3) minutes at a time. No member may move to Call the Question until each side has been given at least 15 minutes or no further arguments are made from the pro or contra side, whichever may occur first.

**Rule 13: Manner of Computing Votes**

On all matters acted upon by this Grand Council which require a percentage vote for approval or disapproval, the percentage of votes shall be based upon the requirements specified in the Constitution and Statutes. A majority shall mean a majority of votes cast unless clearly specified otherwise.

**Rule 14: Suspension of Rules**

The suspension or amendment of these rules shall require a two-thirds vote of the voting members present when the vote is taken.

**Rule 15: Floor Amendments to Proposed Statutory Amendments**

Proposed Statutory Amendments which come before the Grand Council as provided by the Governing Laws may be amended on the floor, provided said floor amendments are germane, apply only to the Statute at issue, and do not change the original intent of the Proposed Statutory Amendment.

**Rule 16: Effective Date**

All amendments to the Statutes shall be effective upon the adjournment of the Grand Council, unless otherwise designated.

**Rule 17: Grand Council Organization**

The following members are named to serve as the permanent officers of this Grand Council meeting: Grand Consul, Grand Pro Consul, Parliamentarian, Assistant Parliamentarian, Annotator, Assistant Annotator, Kustos (Staff/Senior Grand Praetors), and Head Teller

**Rule 18: Ballots**

Ballots will consist of the proposal offered within the context of the Statute, ECR, or other proposal affected and an opportunity to vote in the affirmative or negative.

**Rule 19: Elections**

Only the election of the undergraduate representatives to the Executive Committee will take place at the Grand Council. Each candidate, or person speaking at the candidate's request, may speak for no more than 5 minutes. The candidates will speak in a random order determined by each candidate drawing a lot from a clear glass bowl or similar device. The election shall proceed as specified in the Governing Laws. In each round of balloting, each eligible undergraduate delegate shall cast a single ballot with a vote for the number of open positions in that round but cannot cast two votes for the same candidate in any round. Two votes for the same candidate on the same ballot will result in only one vote being counted. Any candidate who receives votes totaling more than 50% of the total number of delegates casting ballots in that round of voting will be declared elected. If necessary, additional rounds of voting will be conducted by dropping the single candidate achieving the lowest vote total from the slate, and allowing any withdrawals, until two candidates have been elected.

***Example***

Brothers A, B, C, D and E are all running for the office. In the first round of voting, each delegate would write down 2 names on the single ballot. From that balloting, Brother C receives more than 50% of the vote but no other candidate receives more than 50%. Brother C is declared elected. Brother E received the least amount of votes therefore he is removed from the run-off. Brothers A, B, and D proceed to a run-off election. Assuming that neither Brother A, B or D withdraw, the delegates then cast a single vote for one of these candidates. If A, B or D receive more than 50% of those votes, he is elected. If none receive more than 50%, then the Brother receiving the lowest number of votes is removed and an additional round of voting must be held until someone receives more than 50% of the vote.

WORTHY GRAND PRO CONSUL, We move the adoption of the report of the Committee on Rules and Permanent Organization and Procedure.

Respectfully submitted, Chairman  
Committee on Rules, Permanent Organization and Procedures



# Sample Procedural Rules for Grand Chapter

## **RULE 1: MEMBERSHIP**

“The members, each of whom shall have one vote, shall be: (a) A delegate, elected by and from the active members of each undergraduate chapter in good standing; (b) A delegate elected by and from each alumni chapter in good standing; (c) the several Past Grand Consuls; and (d) the Grand Consul.” [Constitution –Article IV-B]

## **RULE 2: CREDENTIALS**

Delegates and alternates of both undergraduate and alumni chapters shall hold credentials executed by the presiding officer and recording officers of the chapter represented and giving authority for such representation, and must be active members of the undergraduate or alumni chapter they represent and recorded as such on said chapter’s annual or semi-annual report ninety (90) days prior to the Grand Chapter. No delegate or alternate to the Grand Chapter shall represent more than one chapter. An undergraduate is ineligible to be the delegate or alternate of an alumni chapter and an alumnus is ineligible to be the delegate or alternate of an undergraduate chapter except in situations of a senior graduating within ninety (90) days preceding the Grand Chapter. [ECR 4.08-1]

## **RULE 3: CREDENTIALS COMMITTEE**

The credentials of each delegate and alternate shall be filed with the Credentials Committee, and the Credentials Committee, upon receipt of said credentials, shall certify to and file a list of the names of the accredited delegates and alternates with the Annotator of the Grand Chapter for the approval of the members of this Grand Chapter. This list shall be available at least six (6) hours prior to the opening business session and updated regularly for subsequent sessions. Any delegate wishing to contest the credentials of any delegate shall file a written contest with an explanation of the objection with the Grand Chapter Annotator or the Chairman of the Credentials Committee. Such appeals must be heard by the Credentials Committee in a prompt and timely manner and reported immediately to the Grand Chapter.

## **RULE 4: QUORUM**

A Quorum shall consist of the duly certified and registered delegates from a majority of the chapters. (The Grand Consul and the Past Grand Consuls, while members of the Grand Chapter, are not included in determining a quorum.) [Statute 4.08]

At the discretion of the Presiding Officer and in the interest of saving time, registered delegates who have signed in at a business session may be counted as present for purposes of determining whether a quorum exists, unless ten percent (10%) or more qualified voters demand a manual count of delegates present.

## **RULE 5: RIGHT TO REPRESENTATION**

An undergraduate or alumni chapter not in good standing under the requirements of the Constitution or of the Statutes shall be denied representation at the Grand Chapter.

## **RULE 6: OFFICERS**

The officers of this Grand Chapter shall be the Grand Consul, the Grand Pro Consul, the Annotator, a Parliamentarian, one or more Kustos, and such other officers as it may elect. The Presiding Officer shall be the Grand Consul or his designee.

## **RULE 7: GRAND COUNCIL**

The members of the Grand Council shall have all the privileges of the Grand Chapter except that they have no right to vote or make nominations unless duly qualified in some other capacity, pursuant to the Constitution and Statutes.

## **RULE 8: RULES**

Robert’s Rules of Order Newly Revised, except as superseded by our Constitution and Statutes, and the rules herein shall be the rules of this Grand Chapter, insofar as they are applicable.

## **RULE 9: VOTING**

(a) The Grand Chapter may consider and vote on any two or more proposed amendments as a unit under these rules, Robert’s Rules of Order Revised, notwithstanding. (b) Each delegate in the Grand Chapter shall be entitled to one (1) vote, which may be cast by his alternate in the absence of the delegate. There shall be no proxy voting.

## **RULE 10: TABLE**

It shall be in order to table a proposed amendment to a pending measure. If adopted, said motion shall not carry or prejudice the original measure. A motion to table should not be confused with a motion to postpone. A motion, once tabled, can only be taken from the table at this Grand Chapter.



**RULE 11: ROLL CALL VOTE**

When ten percent (10%) or more qualified voters demand that a vote be recorded, it shall be taken first by undergraduate chapters in alphabetical order, and then by alumni chapters in alphabetical order, then by the Past Grand Consuls, and finally by the Grand Consul. Alphabetical order shall mean by Greek letter chapter name for undergraduate chapter and by English alphabet for the alumni chapters. Past Grand Consuls shall vote by terms of service with the first serving Past Grand Consul voting first, and the most recent serving Past Grand Consul voting last.

**RULE 12: REPORTS**

Reports by committees shall be disposed of in the following order: Rules, Permanent Organization and Procedure Committee, Credentials Committee and thereafter at the discretion of the Presiding Officer.

**RULE 13: ORDER OF BUSINESS**

The Grand Chapter shall proceed in the order of business prepared and printed by the Grand Consul and the Executive Committee, except as modified from time to time during the Grand Chapter by the Presiding Officer or by majority vote of the Grand Chapter itself.

**RULE 14: RESOLUTIONS**

All resolutions shall be referred to the Presiding Officer who may have the same read and referred without debate, to the appropriate standing committee for its further action, or immediately presented for deliberation by the Grand Chapter.

**RULE 15: PRESENTATION OF PROPOSALS**

At the discretion of the Presiding Officer, any agenda proposal may be presented and discussed by a panel or forum as follows:

Not more than five speakers for the pro and five speakers for the contra may address themselves to the proposal, with an aggregate time limit of 15 minutes for the pro side and 15 minutes for the contra side. Said speakers will talk in any sequence. After such presentation, members of this Grand Chapter may comment upon such proposal or inquire concerning the same from the floor, each such speaker being limited to three minutes, and said discussion being directed to the proposal being offered or presented. All participants from the floor shall be held strictly and firmly to the time limit prescribed. No member may move to Call the Question until each side has been given at least 15 minutes or no further arguments are made from the pro or contra side, whichever may occur first. Only members of this Grand Chapter and the members of the Grand Council shall have the right to floor privileges, and that privilege shall be limited to three minutes, unless, for reasons satisfactory to the Presiding Officer, the rule is suspended, which shall not be lightly done.

**RULE 16: NOMINATIONS**

The Nominating Committee shall present to this Grand Chapter at least one candidate for each of the offices to be voted upon without any indication of preference and in accordance with the Rules for Elections, which are incorporated herein by reference. Other nominations may be made from the floor by any member of this Grand Chapter.

**RULE 17: SEATING**

The first row of the delegate section of the Grand Chapter meeting room shall be set aside for Past Grand Consuls. The second and succeeding rows of the delegate section shall be set aside for the certified delegates or alternates from alumni and undergraduate chapters. Delegates shall be seated by province designation, which will be denoted by signs posted on the convention floor. Provinces will be arranged in alphabetical order. Grand Praetors should sit with the delegates from their respective provinces. Other Sigma Chis are invited to sit in the rear sections of the Grand Chapter meeting room.

**RULE 18: MANNER OF COMPUTING VOTES**

On all matters acted upon by this Grand Chapter requiring a percentage vote for approval or disapproval, the percentage of votes shall be based upon the requirements specified in the Constitution and Statutes (i.e. changes to the Constitution require a three-fourths vote of the members voting on a proposal [Constitution Article VI-A]; changes to the Statutes require a majority vote of the members voting on the proposal [Statute 9.02]). "Except as otherwise provided in the Constitution or Statutes, action of the Grand Chapter shall be by a majority of those duly certified and registered delegates voting." [Statute 4.10] Each candidate or proponent and opponent of a governing laws change may have an observer present during the vote count. The numerical results of all votes, except elections, shall be reported to the Grand Chapter. Elections vote totals shall be reported to the candidates in the manner specified in the Rules for Elections for Grand Chapter.

**RULE 19: AMENDMENTS**



For all proposed amendments to the Constitution or Statutes the person or persons offering such amendment shall provide the Presiding Officer with a written copy of the same before a vote is taken, unless this rule is excused by the Presiding Officer.

**RULE 20: EFFECTIVE DATE**

All amendments to the Constitution and Statutes shall be effective upon the adjournment of the Grand Chapter, unless otherwise designated.

**RULE 21 GRAND CHAPTER ORGANIZATION**

The following members are designated to serve as the permanent officers of this Grand Chapter meeting: Grand Consul, Grand Pro Consul, Annotator (normally the Executive Director), Parliamentarian (appointed by the Grand Consul), Assistant Annotators (normally Headquarters Staff members), Kustos, Head Teller (appointed by the Grand Consul), Assistant Tellers.

**RULE 22: ELECTIONS**

Elections, including speeches, nominations and balloting, will be conducted according to the Rules for Elections incorporated herein and made available to all delegates and alternates in their registration packets.

**RULE 23: ORDER OF ELECTIONS**

Prior to holding elections, the chair will request additional nominations from the floor. Having done so, the chair will then entertain a motion to close nominations. If an office is not contested, the chair may proclaim the election by acclamation.

The order of elections shall be:

- a) Grand Consul
- b) Grand Pro Consul
- c) Grand Quaestor
- d) Grand Historian
- e) Grand Tribune
- f) Grand Trustees (6 of 18)
- g) Grand Praetor (in the following order):
  - 1) Alabama Northern Province
  - 2) Alabama/Gulf Coast Province
  - 3) California Bay Area Province
  - 4) California Central Valley Province
  - 5) Central Province
  - 6) Central Florida Province
  - 7) Central Pennsylvania Province
  - 8) Central Texas Province
  - 9) Connecticut/Rhode Island Province
  - 10) East Illinois Province
  - 11) East Michigan Province
  - 12) East Tennessee Province
  - 13) East Texas Province
  - 14) Eastern Province
  - 15) Eastern Ontario/Quebec Province
  - 16) Eastern Virginia Province
  - 17) Florida Suncoast Province
  - 18) Grand Canyon Province
  - 19) Hudson Valley Province
  - 20) Kansas Province
  - 21) Kentucky Province
  - 22) Los Angeles Coastal Province
  - 23) Mid Atlantic Province
  - 24) North Atlantic Province
  - 25) North Carolina Province
  - 26) North Central Province
  - 27) North Florida Province
  - 28) North Georgia Province
  - 29) Northern Illinois Province
  - 30) Northern Indiana Province
  - 31) Northern Missouri Province
  - 32) Northern Ohio Province



- 33) Northern Texas Province
- 34) Northwestern Province
- 35) Northwestern New York Province
- 36) Oklahoma/Arkansas Province
- 37) Ontario Province (new)
- 38) Rocky Mountain Province
- 39) South Carolina Province
- 40) South Florida Province
- 41) South Georgia Province
- 42) Southern Province
- 43) Southern California Province
- 44) Southern Indiana Province
- 45) Southern Missouri Province
- 46) Southern Ohio Province
- 47) Southwestern Province
- 48) The Big Sky Province
- 49) Utah/Nevada Province
- 50) West Illinois Province
- 51) West Michigan Province
- 52) West Tennessee Province
- 53) West Virginia/Western Pennsylvania Province
- 54) Western Virginia Province
- 55) Wisconsin Province
- h) Alumni Member-at-Large of the Executive Committee
- i) Grand Praetor Member of the Executive Committee
- j) Grand Trustee Member of the Executive Committee
- k) Undergraduate Members-at-Large of the Executive Committee

**RULE 24: CONDUCT DURING GRAND CHAPTER**

Brothers shall conduct themselves at all times with fairness, decency and good manners and any contrary conduct or actions will be immediately brought before the EC for review and action.

The Rules Committee respectfully urges the Grand Chapter to adopt these proposed rules.

In Hoc,

Chairman  
Committee on Rules, Permanent Organization and Procedures



# Sample Election Procedures for Grand Chapter

*These rules are incorporated into the Rules for Grand Chapter as stated in Rule 16 of those Rules.*

1. The Nominating Committee shall interview each candidate nominated for office, except as noted below, and shall ensure that each candidate is aware of the duties of the office to which he has been proposed for nomination, the time commitment involved, the financial implications and the other relevant aspects of the office sought. Upon completing the interview, the committee shall render a finding of either "Qualified" or "No Opinion," as more completely defined below.
2. If the Nominating Committee is reasonably satisfied a) that a candidate is aware of the duties and responsibilities of the office; b) that the candidate is confirmed as a Sigma Chi in good standing; c) that no condition or personal circumstance exists which would render the candidate unfit for office; and d) the candidate affirms his desire to seek the office to which he has been proposed for nomination, and will fulfill the statutory requirements of that office; the Nominating Committee shall find him "Qualified." If any of the above criteria is not met, the committee shall enter a finding of "No Opinion" and so inform the candidate prior to announcement of the Nominating Committee's report so the candidate can withdraw or proceed as he chooses. A finding of "No Opinion" will only be issued in extreme cases.
3. All candidates found to be qualified for elective office shall be presented to the Grand Chapter for election. Candidates with a finding of "No Opinion" will not be announced in the oral report to the Grand Chapter.
4. The Nominating Committee will not interview or issue opinions on candidates for Grand Praetor (except in the event that a Province Caucus is not unanimous, and as provided below in Rule 13), Undergraduate Representative to the Executive Committee, Grand Praetor Member of the Executive Committee, Grand Trustee Member of the Executive Committee, or Alumni Member at Large of the Executive Committee.
5. In the event that a member of the Nominating Committee wishes to seek an office other than one currently held, or seeks any contested office, he should withdraw from the Nominating Committee. The person or body which selected that person to serve on the Nominating Committee should select a replacement.
6. All discussions within the Nominating Committee shall be confidential and shall not be disclosed outside of the Nominating Committee meeting room.
7. No member of the Nominating Committee should speak on behalf of any candidate or otherwise participate in any campaigning.
8. Nothing contained herein shall be construed to prevent nominations from the floor and such nominations will not be subject to review by the Nominating Committee.
9. In any contested election for a Grand office, numbers will be placed in a clear glass bowl or similar receptacle and drawn by each candidate to establish a random order. The candidates will be listed in that same order, and the candidates, or those making speeches on their behalf, will speak in that order.
10. Elections for all contested Grand officer position will be held by secret ballot. The ballots will not have any candidate's name printed on them when distributed. All candidates' names will be displayed on an overhead projection or similar medium, viewable to all voting delegates. Ballots shall be counted by Grand Officers not running for election serving as tellers, appointed by the Grand Consul and assisted by the Headquarters Staff. Said ballots shall be preserved for a period of 120 days and shall be accessible to any member in good standing who wishes to see them.
11. In the event no single candidate receives a majority of the votes cast in a contested race (other than for Grand Trustee), a run-off will be held between the top two candidates. In the event all seats for Grand Trustee are not filled by candidates receiving votes from more than fifty percent (50%) of members voting, those Grand Trustees who receive more than fifty percent (50%) shall be seated and any seats remaining vacant will be filled by a runoff election between all remaining candidates.
12. In order to be elected, a candidate must receive a majority of the votes cast (except as provided above in Rule 11 with respect to candidates for Grand Trustee), and the number of eligible voters shall not be a factor in determining a majority so long as a quorum is present.
13. In any contested Grand Praetor race, designated members of the Nominating Committee will make diligent efforts to mediate the issue within a Province Caucus. If unanimity cannot be reached despite such efforts, the Nominating Committee shall present to the Grand Chapter all candidates found to be qualified.



14. Vote totals will be announced only to the actual candidates in any election. Immediately after each vote, on the request of the candidate, he will be provided with a written note disclosing the vote totals. It will be the responsibility of the officers who count the votes to ensure that this written notice is provided to each candidate if requested, and they may designate any Headquarters Staff or other officer to deliver the note following the announcement of the results. No results will be final until the candidates have been provided with the written notice of the result of the vote.
15. Each candidate may have one person, other than the candidate, designated to be in the vote counting room. This person may only observe and must not interfere with the counting process or the counters.



# Sample Rules for Undergraduate Elections at Grand Chapter and Grand Council

## 1. Caucus Chairman

A recent winner of the International Balfour Award shall serve as the non-voting chairman of the undergraduate caucus. If no recent winner is available to serve, the chairman of the [Grand Chapter/Grand Council] shall appoint a recently graduated Sigma Chi to serve instead. The chairman will be assisted by members of the Headquarters Staff.

## 2. Initial Voting

After each nominee who fulfills the requirements for office has had an opportunity to address the caucus for an amount of time determined by the caucus chairman, each delegate may cast two votes for his preferred candidates. No delegate may cast both of his votes for the same candidate. No nominee shall be elected as an undergraduate representative to the Executive Committee on the first ballot unless he receives votes from more than two-thirds of the delegates present and voting. If two candidates receive sufficient votes, they are deemed elected, and the election is finished.

## 3. If No Winner On First Ballot

If no candidate receives sufficient votes to be elected, only the four candidates who received the most votes will remain in the election. If more than one candidate ties for the fourth position, all candidates in the tie will remain. Voting will continue with each delegate permitted to cast votes on each ballot until at least one candidate is elected. After each ballot during which no candidate is elected, the candidate with the fewest votes will be eliminated from the election.

## 4. If Exactly One Candidate Elected

If only one candidate receives sufficient votes, he is deemed elected, and the caucus will then elect one additional representative. In subsequent ballots each delegate shall cast only one vote, and the candidate who receives a majority of votes cast shall be elected. If no candidate receives a majority, only the two candidates who received the most votes will remain in the election. If more than one candidate ties for the second position, all candidates in the tie will remain. Balloting will continue until a candidate receives a majority. After each ballot during which no candidate is elected, the candidate with the fewest votes will be eliminated from the election.

## 5. Persistent Ties

In the event of a persistent deadlock, the caucus chairman may break ties by a coin flip or other form of random selection. A persistent deadlock will be declared by the caucus chairman at his discretion, and the caucus may overrule his determination by majority vote.



# Chapter Tax Responsibilities

Typically, there are only three federal taxes with which a chapter is expected to be familiar. However, it is imperative that the Quaestor possess a thorough understanding of them and all pertinent regulations pertaining to them. His failure to comply can result in severe financial penalties to the chapter and great inconvenience. In fact, some chapters have a ruling that any cash penalties arising from the failure of a Quaestor to properly follow tax regulations are assessed to the Quaestor personally. (For further information on filing requirements, consult the Circular "E" Employer's Tax Guide. It is available at [www.irs.gov](http://www.irs.gov) or at the local office of the Internal Revenue Service (IRS).)

The three tax categories applicable are income, income tax withholding, and Social Security. The three tax categories are discussed briefly below. Chapters are not exempt from sales tax.

## Income Tax

Each chapter is exempt from income tax, the exemption having been obtained by Sigma Chi Fraternity Headquarters in a letter dated May 31, 1940. The income tax return is actually an information return only. The return is known as Return of Organization Exempt from Income Tax (Form 990). It is available at [www.irs.gov](http://www.irs.gov) or at the local office of the IRS. It must be filed annually on or before the 15th day of the fifth month following the close of the chapter's fiscal year (i.e. if the fiscal year ends June. 30, return is due November 15). To be on the safe side, an accountant should review the form before filing.

If gross receipts exceed \$25,000 the chapter must file Form 990 annually with the IRS. Gross receipts do NOT include pledge or initiation fees, or any money collected that is passed through to Sigma Chi Headquarters. Also, funds raised for a charitable benefit should not be recorded as revenue, but should be deposited and booked as a payable to the charity. A list of donors should then be sent to the charity so the donor will receive a receipt.

If the gross receipts of the chapter are not more than \$25,000, you do not have to file Form 990 with the IRS; however, there is an annual online electronic filing requirement of an "e-postcard".

## Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$25,000 or less](#) may be required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ.

The Pension Protection Act of 2006 added this filing requirement to ensure that the IRS and potential donors have current information about your organization.

### *Due Date of the e-Postcard*

The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. The e-Postcard is due every year by the 15th day of the 5th month after the close of your [tax year](#). For example, if your tax year ended on December 31, 2007, the e-Postcard is due May 15, 2008. You cannot file the e-Postcard until after your tax year ends.

### *How To File*

To access the filing site directly by clicking on or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

### *Information You Will Need To File the e-Postcard*

The e-Postcard is easy to complete. All you need is the following information about your organization. Click on any of the links below, if you need more information about the item.

- [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN)).
- [Tax year](#)
- [Legal name and mailing address](#)
- [Any other names the organization uses](#)
- [Name and address of a principal officer](#)
- Web site address if the organization has one
- Confirmation that the organization's annual [gross receipts](#) are [normally \\$50,000 or less](#)
- If applicable, a statement that the organization has terminated or is terminating (going out of business)



**Who Must File**

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less must file the e-Postcard. Exceptions to this requirement include:

- Organizations that are included in a [group return](#), and
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches.

The following organizations cannot file the e-Postcard but must file different forms instead:

- Tax-exempt organizations with annual gross receipts that are normally greater than \$50,000 must file [Form 990](#) or [Form 990-EZ](#);
- [Private foundations](#) must file [Form 990-PF](#);
- [Section 509\(a\)\(3\) supporting organizations](#) that are required to file [Form 990](#) or [Form 990-EZ](#).
- [IRC section 527 \(political\) organizations required to file an annual exempt organization return](#) must file [Form 990](#) or [Form 990-EZ](#);

**Late Filing or Failure To File the e-Postcard**

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

You may still have to file with the state taxing authorities, so you must check your chapter's state's filing requirements.

Form 990- T is required if investment income and unrelated business income (such as mailing list or advertising income) exceeds \$1,000. This income will be taxed if not used for religious, charitable, scientific, literary or educational purposes, or for the prevention of cruelty to children or animals. An accountant should prepare the return if you think one of these above listed set asides should apply.

**Failure to File an Income Tax Return**

The penalty for failing to file Form 990 on time includes a \$20 per day fine unless it can be shown that the failure was due to reasonable cause. The fine will be assessed beginning on the due date and is not to exceed \$10,000 or five percent of gross receipts.

**Income Tax Withholding**

Each fraternity chapter that has regular employees or part-time employees must withhold and remit to the IRS tax which is collected for and withheld on behalf of employees, including wages or amounts paid for domestic services (cooks, houseparents, houseboys, stewards, waiters). There are certain exceptions to this rule.

1. Independent contractors (someone who is in the business of rendering a specific service to other companies) are also excluded from withholding. For example, an accountant, a gardener, and a plumber are examples of independent contractors. The contractor must be sent a Form 1099-MISC by the end of January. Form 1099-MISC must be filed with Form 1096 by the end of February. These forms are available at the local office of the IRS, or may be ordered by telephone and mailed to you.
2. Officers who are reimbursed for expenses incurred in carrying out the duties of their office (not considered salary or wage) are exempt from withholding.

**Social Security Taxes**

For the calendar year 2013, a tax rate of 7.65 percent is imposed on employers and employees on wages through \$113,700 (6.2 percent for Social Security and 1.45 percent for Medicare). Above \$113,700 no Social Security tax is assessed, but Medicare remains. Each chapter is responsible for collecting and paying Social Security taxes (FICA) on employees.

Amounts that are withheld from employees for FICA or Social Security tax, together with the chapter's payment, must be remitted to the Internal Revenue Service via a Federal Reserve Bank.

**Deposit Requirements**

In general, you must deposit federal income tax withheld and both the employer and employee social security and Medicare taxes. You must use electronic funds transfer to make all federal deposits. For more information regarding the IRS policy on depositing taxes, please refer to Publication 15, Section 11 at the following link:

[http://irs.gov/publications/p15/ar02.html#en\\_US\\_2013\\_publink1000202428](http://irs.gov/publications/p15/ar02.html#en_US_2013_publink1000202428)

**Additional Filing Requirements**

Each chapter is responsible for filing the following forms.



**Form 941, Employer's Quarterly Tax Return**

This return is to be filed on the last day of the month following the close of each quarter. Form 941 reports the amount of employee income tax and FICA taxes withheld for the quarter as well as the employer's matching FICA tax.

1. First quarter: January through March: Form 941 *due on April 30*
2. Second quarter: April through June: Form 941 *due on July 31*
3. Third quarter: July through September: Form 941 *due on Oct. 31*
4. Fourth quarter: October through December: Form 941 *due on Jan. 31*

The manner of payment depends on the amount. See section on deposit requirements.

**Form 940, Employer's Federal Unemployment Tax Return**

This is an annual return and is due on Jan. 31. An employer is responsible for filing Form 940 if employer:

1. Paid wages of \$1,500 in any calendar quarter or at any time had one or more employees in any 20 calendar weeks.
2. Paid cash wages of \$1,000 or more in any calendar quarter for domestic service in a private home, local college club or a local chapter of a college fraternity or sorority.

**Form W-2, Wage and Tax Statement**

You are required to prepare Form W-2 for each of your employees. By Jan. 31, give Form W-2 to each of your employees. Copy A should be sent to the Social Security Administration on or before the last day of February.

**Form W-3, Transmittal of Income and Tax Statements**

Form W-3 is to be filed with the attached Copy A of Form W-2 by the end of February.

**Form 945**

It should be noted that any contractor whose remuneration totals \$600 or more and who fails to furnish a taxpayer identification number (which can be requested with Form W-9) must have 310/0 withheld and reported annually to the IRS. Deposits are required in the same manner as done for employees but Form 945, not Form 941, should be indicated.

**Other Taxes**

**State**

Each chapter should check its own state tax laws regarding requirements for filing of unemployment tax and other tax returns.

**A Note on Canadian Chapters**

Each Canadian chapter must file the corporate return, Corporation Income Tax Return, Form T-2, and at the bottom of the return type "NONPROFIT ORGANIZATION." The returns are due within six months after the fiscal year end of the chapter. Salary withholding information and taxes must be filed by a tax exempt organization. Each chapter should check its province tax laws regarding the filing of unemployment taxes and other taxes required by the province.

Finally, a payroll or accounting service may be appropriate for payroll tax requirements.

*If you have questions about your chapter's tax responsibilities, feel free to contact Sigma Chi's controller at (847) 869-3655.*



Sigma Chi Fraternity Standard Operating Procedures Manual  
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