



Sigma Chi Fraternity

Kappa Xi Bylaws

With Financial and Judicial Policies

Statue 6.02.b of Sigma Chi Fraternity's Constitution requires that each active chapter "adopt bylaws for its government, and file a copy thereof with the Executive Committee". You may amend these bylaws using the processes outlined within. However, be aware that no bylaw may take precedence over or conflict with any provision of Governing Laws, which include the Constitution, Statutes, Ritual, and other enactments of the General Fraternity. Relevant Governing Laws are noted in boxes within the text; a copy of the entire General Fraternity Constitution, Statutes, and Executive Committee Regulations can be found in the Standard Operating Procedures Manual available from Headquarters, (847) 869-3655.

A note about the text;

The existence of committees at both the undergraduate and General Fraternity level can be confusing. For the sake of clarity, General Fraternity committees are capitalized. Thus, "Executive Committee" refers to the General Fraternity's governing board, while "executive committee" signifies the counterpart at the undergraduate chapter level.

Edited by: Will Hanson, Consul (2024-2025)

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****These bylaws are an extension of the prescribed National Fraternity Bylaws of Sigma Chi with several being exclusive to the Kappa Xi Chapter and its continuing evolution****



Preamble

Believing that where there is law there is liberty, and under the obligation of Statute 6.02.b of Sigma Chi Fraternity's Governing Laws, we the brothers of the Kappa Xi Chapter of the Sigma Chi Fraternity do hereby establish and solemnly promise to obey these bylaws to supplement and support the Ritual, Constitution, and Statutes of the Sigma Chi Fraternity for the Government of our chapter.

Article I Membership

Section 1 Pledgeship

- A. Formal pledging shall be held prior to the first chapter meeting after the formal closing of a recruitment season.
- B. No person shall be pledged to membership in the Sigma Chi Fraternity except by a vote of not less than 90% approval of the active members present and voting at a chapter meeting. This will be applied during formal recruitment. (Sigma Chi Fraternity Statutes, No. 3.10).
- C. A cumulative high school grade point average of 3.00
- D. A cumulative college grade point average of 2.5 with no less than 12 credit hours
- E. Every pledge of the Fraternity shall pay the chapter Quaestor at the time of his pledging, in addition to the pledge fee of the chapter, the pledge fee set by the General Fraternity. (Statute No. 5.08).

(Most requirements regarding Pledging are found in the Governing Laws and are reprinted below)

Statutes and Executive Committee Regulations relevant to Pledging

Statute Number 3-Membership

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.

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

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.

Statue Number 5- Property and Finances

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 Pledgship.

Section 2 Initiation

- A. No person shall be initiated into membership as an undergraduate unless he has received instruction under the guidance of the Magister.
- B. Has completed preparation for brotherhood and paid the pledging and initiation fees (\$400).
- C. There shall be one initiation per semester except when the chapter votes in favor of a second initiation.
- D. Pledges will be initiated in order according to grade point average or pledge performance.
- E. Any act or conduct during the period of initiation or before which is indecent,



dangerous, wasteful, detrimental to scholastic, physical, or personal well-being of any initiate or pledge or in the nature of “hazing” is unlawful and prohibited.

(Most requirements regarding initiation are found in the Governing Laws and are reprinted below)

Statutes and Executive Committee Regulations relevant to Initiation

Statue Number 3-Membership

B. Eligibility

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 or, if no college scholastic grade point average is available at the time of initiation, then 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 and reasonable belief that he will have at least a collegiate GPA of 2.5 on a 4.0 scale or have a collegiate GPA at or above the all men's average at the host institution; (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.*

C. Procedures

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.*

Statue Number 5-Property and Finances

C. Dues and Fees

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.*



Section 3 Non-Discrimination

- A. The Sigma Chi Fraternity and the Kappa Xi Chapter shall not be discriminatory in terms of race, color, religion, national origin, sexual orientation, or financial or social status.

Section 4 Membership/Affiliation

- A. All junior members shall recite to a member of the Executive Committee the specified parts of the Ritual. In addition, after 30 days following initiation, if the new initiate has failed to comply with this By-Law, he shall lose his opportunity to earn a vote in chapter meetings.
- B. Any member of another chapter of the Sigma Chi Fraternity may affiliate with this chapter only after confirmation from both the college or university which he previously attended, and his original chapter that he was in good standing, financially and otherwise.
- C. An affiliated member is subject to all the provisions of the bylaws of this chapter (*See Statue 3.02 reprinted below*)
- D. There shall be no provision whereby an undergraduate may voluntarily sever his connection with the fraternity thereby becoming "inactive." Members may be expelled, however, by the fraternity for due cause.

Section 5 Active Brothers Not on Campus

- A. Classification
 - 1. This classification of membership is for any active brother who is enrolled at Tarleton State University and is;
 - 1. Taking online courses exclusively,
 - 2. Out of the County for an extended period of time,
 - 3. Taking classes at the Fort Worth campus exclusively,
 - 4. Participating in a study abroad,
 - 5. Or participating in an internship off-campus.
 - 2. This classification may only be obtained after the Consul and Pro-Consul certify any of the above criteria are met.
 - 3. The Annotator shall record the classification change and submit these changes in the online chapter system.
- B. Obligations Attributed With Classification
 - 1. Any brother who has obtained this classification must fulfill his financial obligations to the chapter in the timely manner outlined in Art. V Sec. III of these bylaws.
 - 2. Any brother who has obtained this classification is barred from any attendance requirements so long as his classification is current.
 - 3. Any brother who has obtained this classification is barred from holding any elected office on the executive committee. He is still



- eligible to serve on and chair any committee within the chapter as long as it is not the judicial board.
4. Any brother who has obtained this classification is barred from receiving an endorsement from the chapter for any position within the Interfraternity Council.
- C. Removal of Left Campus Classification
1. In order to keep the left campus classification, the brother must re-inform the Consul and Pro-Consul at the beginning of every semester. Failure to do so will automatically result in the removal of this classification and the return to a regular on-campus active member.
 2. If a brother no longer meets the aforementioned requirements outlined in this Article, the Consul shall immediately inform the Annotator to record that brother's status change in the online chapter system, and the aforementioned brother shall resume his obligations as outlined in the rest of these bylaws.

Statue Number 3- Membership

A. Designations

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.*

Article II Meetings

Section 1 Chapter Meetings

- A. A regular formal chapter meeting shall be held weekly on Tuesday evening at 7:00pm. The Consul shall announce any deviation from this schedule at least 24 hours prior to the regular meeting time.
- B. Special chapter meetings may be called by the Consul at any time, and shall be called by him upon the request of any five brothers. In both cases, due notice shall be given concerning the time of the meeting.
- C. All regular chapter meetings shall be conducted according to the provisions of Division 1 in the Ritual of the Sigma Chi Fraternity. Procedures not covered in the Ritual of the Sigma Chi Fraternity shall be conducted according to Robert's Rules of Order.
- D. Any executive officer absent from the chapter of executive meeting without valid excuse will be subject to the repercussions as stated in the Attendance Policy (Article II Section 2).
- E. In the chapter meeting there will be no profanity, no use of tobacco products, talking out of order, as followed by chapter procedure.



- a. First Offense- Verbal Warning
 - b. Second Offense- Fine of \$5
 - c. Third Offense- Fine of \$10 and will be asked to leave
- F. Any brother who appears not suitably dressed, (tie with collar, shirt tucked in), will be fined \$10 by the finance committee. After the third offence of the semester, the brother will be subject to an automatic judicial board.
- a. The chapter may have no more than 3 meetings per semester which may be designated as informal dress. The Consul must notify the chapter within three hours of the meeting.

Section 2 Attendance

- A. In accordance with Ritualistic Statues (see page 8 of the Ritual Book), it is mandatory for all members to attend the regular chapter meetings, with the exception of legal excuses as hereinafter prescribed.
- B. Attendance at the ceremonies of Initiation is mandatory with the exception of legal excuses as hereinafter prescribed.
- C. International Events:
 - a. At least three members of this chapter are required to apply for the Horizons Leadership Summit
 - i. If accepted, at least 1 member must attend.
 - b. At least 4 members of this chapter are required to attend the Krach Transformational Leadership Workshop or KTLW
 - i. This rule may be annulled if there are not 4 members who can make the financial obligations required to attend.
 - c. At least one member of this chapter must attend the bi-annual Grand Chapter meeting
 - d. The Officer Training Academy must be attended by the following officers within the availability of the course and the installation of their office;
 - i. Consul, Pro-Consul, Quaestor, Magister, Risk Management Officer, Kustos, and Recruitment Officer
- D. Attendance at any event deemed required by the executive committee, or a member of the executive committee, is mandatory with the exception if legal excuses as hereinafter prescribed.
- E. Any member who has three or more unexcused absences in a semester loses all voting privileges and cannot run for or hold an office.
- F. If a brother is absent and has not notified the annotator at least 3 hours before the chapter meeting or does not have another brother vouch for his absence, that brother will be required to do 2 hours of community service within two weeks.
 - a. If the absent brother fails to complete the community service and



- show some form of evidence to the annotator another 2 hours will be added.
- b. The annotator will notify after the chapter meeting where the brother was absent.
 - c. If a brother has more than 6 overdue community service hours, he will be subject to J-Board.
- G. All standing members of the executive committee are expected to attend all executive committee meetings unless otherwise directed by the Pro-Consul.
- a. Legal excuses for missing an executive committee meeting are outlined in Section 3 of this Article.
 - b. Each member is granted one unexcused absence per semester without penalty. Penalties for failing to attend meetings are:
 - i. \$20 fine for every unexcused absence payable within 2 weeks of receiving the fine, doubling compoundly every two weeks if the fine is not paid in full. If the fine is unpaid by 6 weeks from the initial receipt, an officer membership review will take place between the Consul and Pro-Consul, assisted by the chapter advisor,
 - ii. Multiple regular unexcused absences warrant the aforementioned officer membership review, which is up to the discretion of the Pro-Consul with advisement and consent from the Consul.
 - c. Seasonal members of the executive committee are removed from any automatic attendance requirements and must be called upon by the Pro-Consul to have any of the penalties outlined apply to them.
 - d. Any monetary penalties outlined above must go directly to chapter benefits and not individual membership fees.

Section 3 Absences and Excuses

- A. There are five legal excuses for an absence:
 - 1. Personal Illness
 - 2. Serious Illness or Death of an immediate family member
 - 3. Employment Conflicts
 - 4. Class during scheduled chapter meetings/events
 - 5. Any excuse that is approved by the chapters executive committee.
- B. Whenever possible, a brother who anticipates an absence shall present his reason to the annotator at least 3 hours prior to his absence. The annotator will approve all legal excuses.
- C. A brother absent from a regular chapter meeting, required event, or an Initiation Ceremony without a legal excuse shall be held accountable by the Annotator and executive committee to fulfill the required 2 hours of



community service.

Section 4 Quorum

- A. Quorum shall consist of at least 50 percent of the active chapter membership. Quorum shall be required to hold a chapter meeting and for all voting and elections.

Section 5 Voting

- A. All chapter members shall have a vote unless they are financially delinquent and/or are on Academic Suspension,
- B. Voting shall be by acclamation and a majority vote of the active chapter members present shall decide all questions unless otherwise provided by law. Any 3 members may demand a secret ballot. The Consul shall vote only to break a tie.
- C. **There shall be no vote by proxy, except in the election of officers with absence being excused by the annotator.**
- D. Any member of an active chapter whose scholarship record causes disciplinary action to be taken against him by the chapter's host university or college shall automatically lose the right to vote in all chapter meetings until he files with the chapter a written certificate from the proper officers of his college or university verifying his good scholastic standing.
- E. No member of the chapter shall become inactive through any provision of this bylaw
- F. **Any decision of a committee may be overruled by a 2/3 vote of the active chapter.**

Section 6 Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Kappa Xi Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Kappa Xi Chapter may adopt.
RONR (12th ed.) 2:15, 56:49,56:66
- B. At the first scheduled chapter meeting of each semester, the chapter must vote on the *Rules of Procedure* for a chapter meeting. Until the new rules are adopted, the rules from the previous semester shall govern the meeting.

Article III Officers

Section 1 Chapter Officers



- A. The officers of the chapter shall be those prescribed in the Sigma Chi Ritual and in addition such officers as are necessary to perform the administration of the chapter, including the House Manager, Social Chairman, and any others
- B. An assistant officer shall be elected to assist any officer at the request of the officer or the suggestion of the Consul. An assistant officer shall automatically be nominated for the next election if he has satisfactorily completed his duties.
- C. The 4 Krach Transformational Leadership Workshop Positions are required to go to KTLW.
 - a. If an officer cannot attend KTLW for any reason other than personal illness or serious illness/death of a family member, the officer shall be subject to a possible removal from office, pending decision from the newly elected executive committee.
 - b. The executive committee will make a decision and call for a Vote of Confidence during the first chapter meeting, if the executive committee found against the officer.
 - c. If the Vote of Confidence carries, the officer nominated to fill the vacated position must meet all the requirements to hold the position as well as attended the previous Balfour.

Eligibility of Officers

- A. No member shall run or hold any office or chairman if not enrolled at Tarleton State University
- B. No brother shall hold an Executive Committee office, top 5, if he has not earned his badge by reciting the prescribed ritualistic material of the fraternity to the Consul/Pro-Consul/Magister.
- C. All brothers being considered must meet the financial standard and not owe money to any semester previous to that of being nominated. As well as be up to date on payments for the semester the brother would be nominated.

Section 2 Nominations and Elections

- A. Nominations for Officers will be made through the Nominations Committee
- B. The guidelines for the Nomination Committee are as follows:
 - 1. The name of this committee shall be the Nomination Committee
 - 2. The Executive Committee shall appoint a Nomination Committee composed of five members who shall propose a slate of at least one but no more than two nominees at the first regularly scheduled chapter meeting in March.
 - 3. The report of the Nomination Committee shall be received at the first regularly scheduled chapter meeting in March at which time one additional nomination may be made from the floor.



4. The members of the Nomination Committee shall elect the chairman of the Nomination Committee; the Consul may NOT be an ex-officio member of the committee.
 5. No members of the Executive Committee may be members of the Nomination Committee.
 6. The appointment of this committee shall take place during the first regularly scheduled Executive Committee meeting in February.
 7. An appointment made by the Nomination committee can be overturned by a 2/3rds majority vote of the chapter. At which time a nominee from the floor can fill the spot.
- C. Elections will be ran as follows:
1. All nominees, except for Consul and Pro-Consul, will have a chance to speak with a maximum time of five (5) minutes. The Consul and Pro-Consul will have a chance to speak with a maximum time of ten (10) minutes.
 2. All nominated candidates shall leave the room and remain absent until someone has been elected.
 3. The first candidate name shall be said aloud by the chair.
 4. The floor shall be open to all comments in favor of the candidate.
 5. After the floor has been closed to comments in favor of the candidates, the floor shall be open to all comments against the candidate.
 6. Rebuttals are not allowed.
 7. After the floor has been closed to all comments the chair shall move on to the next nominee.
 8. The order of presentation of the nominees shall be determined by the older initiated member that has been nominated for said position.
 9. Once the presentation of the candidate is concluded, a roll vote to elect the officer shall be taken.
 10. Quorum can call a hand vote.
 11. Proxies are allowed only in the election of officers. (Must be written legibly on writing paper and contain a title pertaining to what the proxy is for, the date, how the vote is to be cast, and the signature of the absent brother, whose absence must be excused).
 12. Once a winner has been found, the chair shall move on to the election of the next officer, as stated in the Ritual.

Section 3 Term of Office

- A. The term of office for officers, both appointed and elected, shall be for one year beginning the last regular meeting of May following their election or appointment.
- B. No member shall hold the office of Consul, Pro-Consul, or Magister until he has completed one full year as an active member.



Section 4 Academic Eligibility

- A. No person in the active chapter may hold office or be nominated for an office unless he has maintained, in the semester or quarter prior to his nomination, a scholastic average of all subjects carried equivalent to the required scholastic average which is a prerequisite for Initiation into Sigma Chi and outline in Executive Committee Regulation 3.07-3 (*see below*)
 - a. No brother being considered for a nomination can have a cumulative GPA that is below the aforementioned scholastic average.
 - b. If the Nomination Committee can find no fitting member that meets the scholastic requirements for a certain position, the Nomination Committee can present their case to the executive committee and propose a vote to overrule the scholastic requirement for the given position.

Statute Number 3- Membership

B. Eligibility

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 or, if no college scholastic grade point average is available at the time of initiation, then 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 and reasonable belief that he will have at least a collegiate GPA of 2.5 on a 4.0 scale or have a collegiate GPA at or above the all men's average at the host institution; (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.

- B. If at any time during his term of office a brother falls below the aforementioned scholastic average, his office may be declared vacant under the authority and provisions of statute 7.05 (*see below*).
 - a. If the officer has 90 credit hours or more; due to the inability for him to improve his GPA, he may be exempt from the above point. This exemption does not apply to being nominated.

Statue Number 7- Discipline

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.

Section 5 Appointed Officers

- A. The executive committee shall appoint such other officers as they deem necessary, subject to the approval of the chapter.
 - a. The appointed brother must be in good academic and financial standing with the current chapter.

Section 6 Impeachment

- A. Any officer of the active chapter may be impeached for non-exemplary conduct or conduct unbecoming of a Sigma Chi.
- B. A two-thirds vote of the active chapter shall impeach any officer, provided a member of the chapter has openly stated charges against the officer one week prior to the meeting at which the impeachment vote is to be taken.
- C. Upon an officer's impeachment, his office shall be declared vacant.

Section 7 A Vote of Confidence

- A. At any time during a semester a brother has the right to call for a vote of confidence upon any officer or committee chairman, whereupon any officer or committee chairman who does not receive the majority of votes in his favor shall resign from such office and responsibilities. A vote of confidence may only be called on each office one time a semester. If such action causes a resignation, the executive committee shall present a nominee for such office at the next regularly scheduled chapter meeting. The foregoing provisions dealing with the election of officers shall apply for such action necessary for said special election.

Section 8 Duties of Executive Officers

- A. **Consul**
 - 1. Be ultimately accountable for everything that the chapter does or fails to do.
 - 2. 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 to ensure these standards are strictly followed.
 - 3. Maintain the integrity of the chapter's respect for and the proper performance of the Ritual.
 - 4. Ardently guard the security of the Charter, Ritual, and Ritualistic



Materials.

5. Preside over the chapter meetings and such chapter affairs as is appropriate.
6. Maintain a broad knowledge of all chapter activities and areas of operations.
7. Immediately, upon election, develop a program of goals toward which he and his executive committee shall strive to achieve during his term.
8. Work with the Grand Praetor, the chapter advisor, chapter alumni, and Headquarters in guiding the affairs of the chapter.
9. 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.
10. Maintain a close relationship with University Administrators and with officers of other campus fraternities.
11. See that chapter administrative affairs are handled promptly and that orderly chapter administrative files are maintained.
12. Maintain and strengthen the chapter's activities, accomplishments, and proficiency in all internal and external areas
13. Maintain high standards of chapter scholarship, discipline, etiquette, morals, and hospitality, as a reflection of the Ritual of Sigma Chi.
14. Watch for potential problems within the chapter and effect such measures necessary to prevent their further development.
15. Conduct himself as to always deserve the respect and cooperation of all brothers.
16. Cultivate and preserve unity within the chapter.
17. Train and assist his successor as Consul and to ensure that all other chapter officers carry out the same responsibilities toward their successors.
18. Attend Krach Transformational Leadership Workshop
19. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

B. Pro-Consul

1. 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.
2. Assume full responsibilities of the Consul's position in the Consul's absence or incapacity.
3. Preside over and administer the affairs of the Chapter Judicial Committee.
4. Help and assist the Post Initiation Training immediately following



each Initiation.

5. Direct and coordinate the work of all committees.
6. 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.
7. Carry out such other duties as the Consul may direct
8. Train and assist his successor, and supervise a similar training program among all incoming and outgoing officers
9. Attend Krach Transformational Leadership Workshop
10. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

C. Quaestor

1. As treasurer of the chapter, collect and preserve all monies due to 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.
2. 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.
3. Record all chapter financial operations, using a legitimate bookkeeping system.
4. 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.
5. Ensure that the chapter's financial obligations to the Fraternity, landlord, local merchants and others are properly met.
6. Provide Headquarters, the chapter advisor and Grand Praetor with the specified monthly and semiannual reports, as well as a yearly budget.
7. Ensure that the required reports are provided to federal and state tax and Social Security officials.
8. Attend Krach Transformational Leadership Workshop
9. Maintain and enforce a chapter financial policy.
10. Suspend and expel financially delinquent members.
11. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

D. Magister

1. Conduct a chapter program that prepares the pledge brothers for Initiation as committed, responsible, active brothers.
2. Plan, articulate, organize, and lead the conduct of this program in the chapter.



3. Ensure the understanding, support, and involvement of all members of the undergraduate chapter.
4. Guide a chapter program that instills pride in and commitment to the ideals of Sigma Chi through learning, participation, and responsibility.
5. Prevent any activities or occurrences of hazing, or any activities, which are embarrassing, trivial, deceptive, subservient, or contradictory to academic responsibility.
6. Establish and guide the pledge program to emphasize individual responsibility and motivation in scholastic achievement.
7. Direct and conduct the program based on consistent with Sigma Chi pledge objectives, programs, and materials.
8. Ensure that the official pledge and initiation forms and fees are furnished on time to the Fraternity.
9. Oversee the chapter's preparations for and conduct of indoctrination and initiation activities.
10. Supervise the care of Ritual equipment which shall remain in the care of the Kustos
11. Direct and coordinate a program of Post Initiation Training immediately following each Initiation.
12. Attend Krach Transformational Leadership Workshop
13. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

E. Rush Chairman

1. Plan, organize, and coordinate a year-round chapter recruitment program.
2. Assist the chapter in measuring potential members against the requirements of The Jordan Standard and the ideals of the Ritual.
3. Help the chapter develop its own set of specific membership criteria in addition to The Jordan Standard and the Ritual.
4. Ensure that every brother, and not only a few individuals, participates in membership recruitment.
5. Coordinate all communications with prospective members, including all printed recruitment matters.
6. Ensure adherence to the Fraternity and campus rush regulations.
7. Effectively recruit all men recommended to the chapter by fellow Sigma Chi's, and to acknowledge and thank any brothers making such recommendations.
8. The rush chairman is responsible to create an adequate and up to date recruitment video to use in Fall and Spring recruitments.
9. Sufficiently inform potential members of the academic standards, financial obligations and ideals of Sigma Chi.
10. Hold himself and every member of the Fraternity accountable to the



Sigma Chi Oath of Initiation.

F. Risk Management Chairman

1. To ensure the members of the chapter are acting in a safe and responsible manner.
2. Create and update the chapter's Risk Management Plan
3. If necessary, appoint members to ensure the safety of others during chapter sponsored events.
 - i. Appointed members must adhere to the requirements set forth by the Risk Management Chairman in order to carry out their duties.

Article IV Committees

Section 1 Committees

- A. There shall be the following standing committees:
1. Executive Committee
 2. Finance Committee
 3. Scholarship Committee
 4. Ritual Committee
 5. Social Committee
 6. Recruitment Committee
 7. Pledge and Membership Education Committee
 8. Judicial Board
 9. Special Committees

Section 2 The Executive Committee

- A. The executive committee shall be composed of the Consul, Pro-Consul, Annotator, Magister (seasonal), Quaestor, Recruitment Chairman (seasonal), Risk Management Chairman, Social Chairman, Historian (seasonal), Tribune, Kustos, Scholarship Chairman, Chapter Editor, Tailgate Chairman (seasonal), and IFC Representative. The Pro-Consul shall act as the chairman.
- a. Those designated seasonal have no requirement to attend executive committee meetings unless requested by the Pro-Consul.
- B. The executive committee shall meet weekly to plan the chapter meeting agenda and for the purpose of assisting the Consul in the planning and fulfillment of a well-rounded active chapter program. In addition, the executive committee shall ensure that all of the officers and committees have set proper goals for their term of office; shall establish long-ranged goals; and shall conduct an adequate and regular evaluation of all chapter operations and programs.



- C. To expedite the chapter meeting and enable the executive committee to better plan chapter operations, each committee and officer report to be heard in the chapter meeting shall first be presented in the executive committee meeting.
- D. The annotator shall post a copy of the minutes of each executive committee within 24 hours after the adjournment of the week's chapter meeting, or by the request of any member on the executive committee.
- E. The executive committee may reject appointments made by the consul by a two-thirds vote.
- F. Decisions of the executive committee can be reconsidered and/or altered by no less than a two-thirds vote.
- G. All acts by the officers, committees, or house council of this chapter are subject to the executive board of this chapter, and the acts of said executive board are subject to appeal to the active body in a group assembled by an interested party.

Section 3 The Finance Committee

- A. The finance committee shall consist of the Quaestor, assistant Quaestor, the Consul, the Pro-Consul, and the Chapter Advisor. The Quaestor shall act as chairman.
- B. The finance committee shall meet at least two weeks prior to the first chapter meeting of each fall term to consider and prepare a budget for the entire school year. This budget must be presented to the chapter at the first chapter meeting of the fall term and will only be legal after approval by a majority vote of the chapter.
- C. The Finance Committee will require the appointment of a qualified person, preferable a Certified Public Accountant, to audit the accounts of the Quaestor. The accounts will be audited at the termination of each Quaestor's term of office or more often as the committee shall direct. The accounts must be audited at least once each school year.
- D. The Finance committee shall require that the Quaestor submit a copy of the budget and all of its audits to the chapter, the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters.
- E. The finance committee shall require that the Quaestor submit, in approved accounting form, a monthly written statement of profit and loss and income and expense breakdown to the chapter, the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters, not later than the 30th of the month for the previous month's operation. This report shall also include a balance sheet, list of accounts payable, and list of accounts receivable as prescribed by the General Fraternity Executive Committee.
- F. The finance committee shall require that the Quaestor submit to the Chapter



- Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters, a yearly financial summary of operations for the entire school year; this report must be prepared and distributed no later than July 1 of each year.
- G. The finance committee shall be responsible for the Financial Policy of the chapter and its fulfillment. Any brother who does not abide by the provisions mentioned in these bylaws or hereinafter mentioned for the payment of bills to the chapter shall be subject to such disciplinary action as deemed necessary by the finance committee. Statute 7.02 (*see Article V*) of the Sigma Chi Constitution will be invoked whenever appropriate.
 - H. The finance committee shall meet twice a month and will supervise the financial program of the chapter.

General Finances of Kappa Xi

- A. The Quaestor shall report to the executive committee the names of members, pledges or any affiliate who are not current in the financial obligations at least once a month.
- B. Any brother with a delinquent balance will not be permitted to vote in chapter and/or participate in intramurals and/or attend social events.

Payment Plans of Kappa Xi

- A. Any member may request a payment plan. The Quaestor will then draw up a suitable plan, subject to approval of the finance committee. The payment plan must have adequate provisions not only to help the brother catch up on his delinquent balance, but also to remain current on his dues.
- B. As long as the terms of the payment plans are met, the brother shall be considered in good financial standing. If one payment is missed the brother will then be considered delinquent again. If two consecutive payments are missed the plan will be defaulted and the finance committee shall take appropriate action. If the plan is defaulted, the brother shall not be considered for another plan until the next semester.
- C. If at any time during the semester a brother's account becomes delinquent over \$800.00 the brother shall automatically be considered by the finance committee for financial expulsion proceedings. The brother shall be notified in writing of his delinquency and proposed expulsion and will be given a grace period of ten days to pay off the delinquent balance, if it is not paid at the end of the grace period: financial expulsion papers shall be completed and sent to headquarters.
- D. The Quaestor, Consul, and chapter advisor are the only members authorized to spend chapter funds. Members must receive authorization from the Quaestor before chapter funds are spent. If authorization is not granted, the



- chapter shall not be responsible for the expenditures.
- E. The Quaestor shall be responsible for maintaining one bank account described below.
 - a. The chapter shall contain funds from normal operations expenses.
 - F. If at any time an alumnus, inactive, or expelled brother has a delinquent balance with the Kappa Xi chapter, it is up to the discretion Quaestor to notify the aforementioned brothers about their balance. With the exceptions outlined in subsection (a) below, they are to be given 30 days from the date the notification is sent to pay the entirety of their delinquent balance. If payment is not received, those brothers are to be sent to a collection agency at the choice of the Quaestor.
 - a. With the concern of members who have recently lost active status, there shall be a “grace period” determined by Quaestor to give them adequate time to pay their balance.

Dues of the Kappa Xi Chapter

- A. The finance committee, subject to approval of the executive committee, shall determine dues.
- B. The amount of dues and payment plan options shall be presented to the chapter at the beginning of each semester by the Quaestor.
- C. Dues billed on the first day of each month and are payable until the date set by the Quaestor, with approval by the executive committee, at which time they are considered delinquent.
- D. If a member selects to pay his dues in full at the beginning of the semester, he shall be given a discount at the discretion of the Quaestor, which should not exceed 5% of the total dues for that semester.
- E. The finance committee, subject to the approval of the executive committee, shall determine dues for the Consul, Pro-Consul, Quaestor, Rush Chairman and the Magister.
- F. The initiation fee shall be the amount of \$300
- G. Any brother with a \$0 balance at the beginning of a semester shall be declared on active suspension
 - a. Suspension includes any participation in social and intramural activities
 - b. To be reinstated, full payment must be paid to the Quaestor.
 - c. Any brother owing money after the tenth of each month during any active semester shall be considered on active suspension

Section 4 Scholarship Committee

- A. The Consul shall appoint the scholarship committee. The scholarship



chairman shall oversee the committee.

- B. The scholarship committee shall construct such a program of scholarship, which will be beneficial to both the pledges and the active brothers. The chapter scholarship committee shall verify the scholastic eligibility of all brothers who have been nominated for a chapter office or who desire membership into pledgeship.
- C. The scholarship chairman and this body shall be the chapter's liaison to the Sigma Chi Foundation

The Scholarship Committee chaired by the scholarship chairman shall be responsible for the election of scholarship awards.

Section 5 Ritual Committee

- A. The Kustos and ritualist, subject to the approval of the Consul, shall appoint the Ritual Committee. The Ritualist shall act as the chairman.
- B. The Ritual Committee shall have complete charge and care of all initiation paraphernalia, the construction of such, and its removal, and shall assist the Consul and the Ritualist in any duties, which may pertain to ritualistic action.
- C. The Ritual Chair is responsible for having Ritualistic Parts for Initiation at least 3 months prior to the next scheduled Initiation.
 - a. Any brother who is assigned/volunteers for a Ritualistic Part for initiation and cannot perform such part must notify the Ritual Chair at least a week before the start of I-Week.
 - b. Any brother who performs a Ritualistic Part for Initiation poorly (i.e. not present to perform part, needs help more than 2 times, cannot perform the part adequately to the ritual chair prior to the start of initiation) will be referred to the Executive Committee for a judicial review.

Section 6 Social Committee

- A. The social chair, subject to the approval of the consul, shall appoint the social committee. The social chairman shall head the committee.
- B. The social committee shall plan at the beginning of each school year a tentative social program for the entire year. It also shall be the duty of the social committee, after being informed of this allotment provided in the budget as developed by the finance committee, to present a tentative budget for each social event planned, which shall become a part of the permanent files of the chapter.

Section 7 Recruitment Committee

- A. The Recruitment Chairman, elected by the chapter shall choose his committee members.



- B. The recruitment committee shall plan and execute all recruiting functions, and shall present a recruiting plan to the chapter for approval at the last chapter meeting of the school year to go into effect during the summer and ensuing school year.
- C. The committee will plan and execute all rush functions and programs. It will present an overall rush plan to the chapter and overall budget to the finance committee, for final approval.
- D. The committee will be responsible for all rush literature, communications with the IFC, and all rush matters, and ensure that all rush recommendations are acknowledged and a proper follow up is made.
- E. The Recruitment Chairman is responsible to create an adequate and up to date recruitment video to use in the Fall and Spring recruitments, if not he may be subjected to a J-board.

Section 8 Special Committees

- A. The executive committee shall, at the suggestion from either the Consul or the active chapter, authorize the appointment of any special committees.
- B. The chairman of any special committee may be;
 - a. Elected by the executive committee or;
 - b. In the instance of a majority vote of the chapter may be elected by the present body at a chapter meeting
- C. The Committee chairman has 14 days to report the complete roster of all members to the executive committee from the creation of the committee.

Social Events

- A. Any and all social events that fall within the Membership Participation Plan will be up to the brother to attend. It is up to the brother to also familiarize himself with the Membership Participation Plan.
- B. The executive committee can at any time make any social event mandatory 24 hours before the event.
- C. Social Probation- any brother who repeatedly shows dishonor to the Fraternity will be unable to attend events and will be put under further investigation and be permanently removed from social events with $\frac{2}{3}$ chapter vote; the Judicial board committee may call a special session to re-evaluate the members eligibility to attend events.

Article V Financial Policy

Section 1 Pledge Fees

- A. The pledge fee of the General Fraternity is \$100, which shall be paid at the time of the formal pledge ceremony.

Section 2 Initiation Fees



- A. The initiation fee of the General Fraternity is \$300 which shall be by the formal initiation ceremony An additional General Fraternity fee of \$200 shall be paid within 60 days to the formal initiation ceremony

Section 3 Semesterly Dues

- A. The semester dues of the Kappa Xi Chapter shall be \$600 from which allocations will be made to a social program and the active chapter program, but which will be collected as one fee.
- B. The Quaestor and Annotator shall submit these dues to the Executive Secretary along with the Semi-Annual Report before the prescribed deadline for submission.

Section 4 Chapter House Endowment

- A. The sum of \$5 per brother per month per semester shall be subtracted from the dues and shall be paid by the Quaestor in lump sum to the treasurer of the House Corporation of the Chapter to be used as a permanent endowment. *(A resolution by the chapter designating the use to which this money is put should be adopted.)*
- B. The active chapter shall have no voice except in an advisory capacity concerning the administration of the aforementioned endowment.

Section 5 Payment of Bills

- A. All bills will be due and payable to the chapter on the first day of each semester/quarter.
- B. All bills will be delinquent if not paid by a specified and financial committee approved date by the quaestor unless a brother has requested, in writing, and is granted a five-day extension so he may request permission to meet with the financial committee to ask to enter into a payment plan.

Section 6 Payment Plans

- A. The chapter shall have the ability to create payment plans:
- B. Payment plans must be approved by the financial committee of the Kappa Xi Chapter and will be approved only when deemed necessary. The need for a particular payment plan will be assessed on an individual basis.
- C. The Financial Obligation Acknowledgement must be signed by every member by the time of initiation, otherwise it will call for possible temporary or permanent expulsion from this chapter for that member.

Section 7 Financial Suspension

- A. Financial Suspension proceedings will begin at such time any brother shall



- become delinquent.
- B. Financial suspension shall be carried out as prescribed in the Sigma Chi Statute 7.02 (*see below*)
 - C. Once a brother is suspended from the chapter, a local collection agency shall be contacted to recover the money rightfully owed to the chapter and General Fraternity.
 - D. Brothers who are financially suspended, who are in the process of being suspended or expelled, or who are not current with their financial obligations to the chapter shall abide by the following stipulations:
 - 1. Said brother will not be allowed to attend or participate in any chapter activities including but not limited to social events and intramural sports
 - 2. If said brother lives in the house he will be served notice that he will have to find another place of residence within thirty days or pay his bill. Additionally, he will not be allowed to take advantage of the chapter's meal service.
(If the fraternity house is owned and maintained by the University, the chapter can only enforce policies as allowed in their contract with the University.)

Section 8 Occupancy of the House and Participation in Events

- A. No brother will be allowed to move into the house at the beginning of any semester/quarter unless he has completed a housing contract and he and his parents have signed it. The brother must also be current in all financial obligations to the chapter.
- B. Members will live in the Fraternity House for at least two semesters, starting with the officers and then the youngest to oldest. The Consul, Pro-Consul, Quaestor, Magister, Rush Chairman, and the House Chairman will be required to live in the house in their term of office, unless exempted by the executive committee. If an officer is exempted from having to live in the house, the executive committee will be responsible for finding a member to occupy his room in the house.
- C. The house must be fully occupied at all times. Members receiving university scholarships, which provide for alternative housing, are exempt from forced residency from the Fraternity House.
- D. All brothers will follow and obey the housing rules set forward by the executive committee, or face the penalties set forth by the executive committee.
- E. No brother shall be allowed to participate in any chapter activities, including social events and intramural sports, until he is currently in all financial obligations to the chapter.



Section 9 Billing

- A. All members shall be billed at least four weeks prior to the beginning of each semester-utilizing electronic payment methods deemed suitable by the Quaestor. However, a member may ask for an alternate payment method such as cash and check payments. If this is the case, the Quaestor must record the cash/check payment with the Annotator and Consul, and must have the amount paid removed from his electronic balance.
- B. The bills sent to the members shall be itemized to show a breakdown of costs.

Section 10 Education and Prevention

- A. The Quaestor will address the chapter and pledges about their fiduciary responsibilities and will review Article V Financial Policy with them annually.
 - a. No pledge shall be initiated into the chapter who has an outstanding balance with the chapter.
- B. Upon Initiation each new brother shall:
 - a. Fill out a Financial Obligation Acknowledgement form under the guidance of the Quaestor. The brother shall sign the policy.
 - b. Fill out his financial suspension (Form 50) provided by the Quaestor, to be kept in the chapter files.

Statues and Executive Committee Regulations Relevant to Finances

Statue Number 3- Membership

C. Responsibilities

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

Statute No. 5 - Property & Finances

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.*

Statue Number 7- Discipline

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.*

Article VI Amendments

Section 1 Amendments

- A. To amend these bylaws a proposal must be presented to the executive committee in writing, after which the proposal shall be presented at the next regular chapter meeting.
- B. This document must be amended by the Annotator within 90 days of the conclusion of Grand Chapter in order to stay current with the statutes of the General Fraternity.
 - a. If no changes to the statues of the General Fraternity were ratified at the past Grand Chapter, or if no changes to the Statues of the General Fraternity affect this document, then this subsection may be annulled.
- C. The proposal shall not be voted upon until the regular chapter meeting after the one in which it is first read (unless a majority vote of the active chapter present approve such an action to be taken). A two-thirds affirmative vote of the active chapter present shall constitute approval of said amendment.
- D. The amendment shall go into effect immediately, unless otherwise stated in the amendment if it is approved.



Article VII Judicial Policy

Section 1 Personal Conduct

- A. Any violation of the Oath of Initiation in the Ritual or of Statute 3.18 of the Governing Laws shall be subject to the disciplinary action of the judicial board.

Section 2 Conduct With Pledges

- A. Every active shall treat the pledges of the chapter with a level of respect and esteem appropriate with the ideals of the White Cross.
- B. Any brother in violation of the forgoing ruling shall be subject to the disciplinary action of the judicial board and at their discretion be subject to the action as put forth in Statute 7.01 of the Governing Laws.

Section 3 Judicial Board

- A. The Judicial board has three purposes
 - 1) Hold brothers accountable to the expectations of the Sigma Chi Ritual.
 - 2) Respond fairly and decisively to brothers who have brought dishonor to the chapter and the General Fraternity through their actions at any time, while in or out of the chapter.
 - 3) Hold brothers accountable for violating any Sigma Chi Governing Law and/or chapter bylaw
- B. The judicial board shall consist of the Pro-Consul, who shall act as the Chairman;
 - 1) Brothers will be selected from each pledge class by the Pro-Consul.
 - 2) The chapter advisor shall participate in all proceedings but shall not have a vote.
- C. The members of the board shall be elected every twelve (12) months or as necessary in the case of membership resignation.

Section 4 Judicial Process

- A. Accusation
 - 1) An accusation occurs when the chapter Consul or member of the executive committee is informed of an infraction by a member of the community:
 - i. A witness
 - ii. Another brother
 - iii. The Inter-Fraternity or PanHellenic Councils
 - iv. The University



- v. Another credible source
 - 2) The executive committee, if appropriate, will automatically and immediately suspend from all chapter activities (social events, intramurals, pledge interaction, etc.) the brother(s) involved in the incident. The suspension shall not exceed twenty (20) days and shall be pending the outcome of an investigation and decision by the judicial board.
- B. Investigation of Incident
- 1) The Consul shall contact the Pro-Consul, who in his capacity as chairman of the Judicial Board shall notify the other board members, begin collecting facts and, if necessary, set a trial date. The trial must take place within the twenty (20) day suspension period outlined in Article VII Section 4, subsection A, point 2, above.
 - 2) The Pro-Consul shall notify the brother(s) accused immediately and give him (them) forty-eight (72) hours to respond to the allegations. Responses should be given to the Consul and Judicial Board Chairman.
 - 3) Failure of the brother(s) to reply within the designated time period will result in a plea of no contest. (*"No Contest" does not imply guilt or innocence.*)
- C. Trial
- 1) A trial shall be held on the date set by the Pro-Consul unless the brother admits guilt, in which case a trial is waived, and the Judicial Board shall apply the appropriate punishment.
 - i. The date shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
 - 2) The board shall be presented with all the facts and either
 - i. Make a ruling; or
 - ii. Choose to hear further testimony from the witnesses, the accused brother(s), and any other person(s) the board deems relevant. In this case, a decision will be rendered after the additional testimony.
- D. Punishments
- 1) If the brother(s) is found guilty, he shall be subject to the punishments set forth in the Kappa Xi Action Plan (*Sanctioned brother(s) are not exempt from normal fraternal obligations, including chapter financial obligations and chapter meeting attendance.*)
- E. Appeals
- 1) Any appeal shall be heard by the Chapter Advisor and Consul within fifteen (15) days of the decision by the judicial board. To file an appeal, the brother(s) must make a written request to the Pro-Consul and J-Board, who will forward within three (3) days all relevant



information, including transcripts from the trial, to the Chapter Advisor and House Corporation President must agree that due process was not served due to deprivation of one or more of the following rights:

- i. The right to face one's accuser
- ii. The right to be in privy to all evidence
- iii. The right to an appeal
- iv. And/or the right not to testify against oneself

Statutes and Executive Committee Regulations Relevant to Conduct and Judicial Board Statute Number 3-Membership

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.***

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.*

E7.01-4.1 *In the event of an allegation that one or more members has committed a serious violation of the Governing Laws of the Fraternity, and the Grand Consul or Grand Praetor determines the brother or brothers present an imminent and serious potential risk to the personal safety of others or property, they shall have the right to immediately suspend the brother(s) from active membership on a temporary basis. The acting officer should then notify the Chairman of the CAMAC of the disciplinary action. CAMAC will investigate and overturn or uphold the suspension and determine the duration of the suspension or any additional items, conditions or actions per its current policies and procedures. The brother has the right to appeal if necessary as detailed below in E7.01-5.*

E7.01-4.2 *Should an emergency situation arise where the Grand Consul or the Grand Praetor determines that chapter operations should be suspended immediately, the acting officer has the right to do so after consulting with and receiving concurrence from any one of the following; the Grand Consul, Grand Pro Consul, or the Executive Director. This temporary suspension shall remain in effect until the full voting Executive Committee can convene to review the situation and vote to uphold or overturn the suspension.*

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.*

Article VIII General

Section 1 Distribution Of Bylaws

- A. The Magister is responsible for distributing to each pledge a copy of the bylaws and house rules during I-Week and ensuring that each pledge is familiar with them before initiation.
- B. Each brother is entitled to a copy of the Bylaws and house rules. In addition, copies shall be given to the Chapter Advisor, the Grand Praetor, and the General Fraternity Headquarters. Availability of the bylaws shall be the responsibility of the Annotator.

Section 2 Reading of the Bylaws



- A. The Annotator shall be responsible for the complete reading of these bylaws in a regular active chapter meeting at least once a year.

Section 3 Chapter House Occupancy

- A. The House Corporation shall be responsible for determining the method by which residency in the chapter house is granted.
- B. It shall be filled to capacity each semester/quarter

Kappa Xi Additional Property Rules

- A. All rules pertaining to the chapter house shall be enforced in regards to any other chapter owned property.
- B. Only top five officers shall have access to storage and other property owned by the Kappa Xi Chapter.

Kappa Xi Policy on Hazing

- A. The Kappa Xi Chapter will not tolerate any physical or emotional hazing of any kind by any of its members.
- B. In the event of letter, A those involved will be immediately brought before the Judicial Committee.

Kappa Xi Policy Concerning Illegal Drugs

- A. Illegal drugs shall not be used, kept, or sold on any Kappa Xi owned property or at social events.
- B. It is the responsibility of the Consul, officers, chapter advisors, and house corporation members to be of one mind as to their duty to carry out the intent of letter, A.
- C. Any brother using, keeping, or selling drugs in the house or at social events shall be brought before the Judicial Committee.
- D. The Kappa Xi Chapter is based on the premise of respect and honesty and to that goal we adhere to the ZERO TOLERANCE on the issue of illegal drugs.

Kappa Xi Policy Concerning Alcohol

- A. Pledges will have a dry pledge period as explained by the Magister. Pledge, also have the explicit right to refuse alcohol at any time
- B. Actives are instructed to drink responsibly and are not allowed to drive after alcohol consumption. Actives under 21 are instructed to not drink in a public place. No active person has the right to force a pledge to consume alcohol at any point during their pledge period.

Intramurals



- A. No active brother may participate in an intramural event that missed the chapter meeting prior to that event unless the absence was excused.
- B. If the absence is unexcused, the brother may participate in intramurals if \$10 is paid to the Quaestor before the event and is approved by the executive committee.
- C. The intramural Chairman who is elected by the chapter, shall determine teams and coaches and may change or reorganize them at any time he feels necessary.

Honors

- A. Each semester the active chapter shall select by a regular vote, the best active and best pledge for the previous semester.
- B. The chapter may also distribute any other awards as it sees fit.

Kappa Xi Chapter Contracts

- A. No brother may enter into contract on behalf of the Kappa Xi Chapter, without the consent of the executive committee.



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