



Sigma Chi Fraternity's

2007-2009

Standard Operating Procedures

Sigma Chi Fraternity 2006-2007 Timeline and Checklist

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FALL 2006

ITEM	DEADLINE	COMMENTS	WHO'S RESPONSIBLE?
Pledge pin and <i>Norman Shield</i> order	21 days before formal pledging ceremony	Send Form 409 to HQ or call HQ	Magister
Fall pledge class 400As, 400B and fees NOW ONLINE	10 days after formal pledging ceremony	Complete online and send check for \$90/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
Fall pledge class 400C and fees NOW ONLINE	21 days before Initiation	Complete online and send check for \$175/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
Winter issue <i>Magazine</i> article (150 words)	September 15	Copy to Grand Praetor and campus.chronicles@sigmachi.org	Chapter Editor
Chapter RMF contribution	September 15	Send to RMF at HQ	Consul
Designated Driver Grant materials	October 15	Send to RMF at HQ	Consul or Risk Manager
Fall Semi-Annual report and fees NOW ONLINE	October 15	Complete online and send to HQ (Semi annual dues + Leadership Program Fee) www.sigma-chi.net/_semiannualforms	Consul
Chapter bylaws	October 15	Copy to Grand Praetor and HQ	Pro Consul
Chapter budget	October 31	Copy to Grand Praetor and HQ	Quaestor
Roll of Chapter Officers Form 500 NOW ONLINE	(after officer elections) <i>no later than: December 15</i>	Copy to Grand Praetor and HQ www.sigma-chi.net/_officerupdate	Consul
Fall alumni newsletter	December 15	Copy to Grand Praetor and HQ	Chapter Editor/Tribune
List of graduating seniors	December 15	Copy to Grand Praetor and HQ	Consul
Spring issue <i>Magazine</i> article (150 words)	December 15	Copy to Grand Praetor and campus.chronicles@sigmachi.org	Chapter Editor

SPRING 2007

ITEM	DEADLINE	COMMENTS	WHO'S RESPONSIBLE?
Pledge pin and <i>Norman Shield</i> order	21 days before formal pledging ceremony	Send Form 409 to HQ or call HQ	Magister
Winter Pledge Class 400As, 400B, and fees NOW ONLINE	10 days after formal pledging ceremony	Complete online, and send check for \$90/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
Winter Pledge Class 400C and fees NOW ONLINE	21 days before Initiation	Complete online, and send check for \$175/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
List of house corporation officers	February 1	Send to HQ	Tribune
Best chapter advisor, alumni chapter officer, houseparent, and house corporation officer award applications	March 1	Send to HQ	Consul
Grand Praetor Award Application deadline	March 1	Send to HQ	Consul
Spring Semi-Annual report and fees NOW ONLINE	March 15	Complete online and send check to HQ (Semi Annual Dues, Membership Fees + Leadership Programs Fee) www.sigma-chi.net/_semiannualforms	Consul
Summer issue <i>Magazine</i> article (150 words)	March 15	Copy to Grand Praetor and HQ	Chapter Editor
Balfour Fellows.	June 15		
General scholarship applications.	April 15	Send to Foundation at HQ	Interested brothers
Fall issue <i>Magazine</i> photo submission	May 1	Send to HQ	Chapter Editor
Roll of Chapter Officers Form 500 NOW ONLINE	May 6 (after officer election)	Copy to Grand Praetor and HQ www.sigma-chi.net/_officerupdate	Consul
Officer summer addresses	May 6	Copy to Grand Praetor and HQ	Tribune
Accreditation report / Peterson application	May 1	Send to Grand Praetor	Consul
McComas Balfour LTW scholarships	May 1	Send to HQ	Consul
List of graduating seniors	May 15	Copy to Grand Praetor and HQ	Consul
Spring Alumni news letter deadline	May 15	Send to HQ	Chapter Editor
Balfour LTW Registration Online	May 30	Check Web site for information	Consul
Accreditation Report / Peterson application Due NOW ONLINE	May 31	Send together to HQ - check www.sigmachi.org for details	Grand Praetor
RMF Award application	May 31	Send to RMF at HQ	Consul or Risk Manager
Ross Award publications,	May 31	Send to HQ	Chapter Editor
P.R. Award application	May 31	Send to HQ	P.R. Chairman

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Introduction

Our goal for the *Standard Operating Procedures Manual (SOP)*, is to offer you a reference with the most up-to-date information available in the most accessible, intuitive, and attractive manner possible. We believe we have achieved this goal through the many features outlined below.

SECTIONS

The *SOP* is divided into several sections. Each section begins with an **introductory contents page**. A vertical border makes these pages easy to locate, while the separate tables of contents provide the reader with a quick reference that is accessible without flipping to the front of the manual.

TABLE OF CONTENTS AND INDEX

Of course, often the reader wants to begin at the beginning—for that reason, we have expanded and clarified the main table of contents, found on pages *i-iv*. Additionally, there is an index that begins on page 171.

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MARGIN GUIDES

Also, the outside upper corner of each page contains a **two-part header**. The upper, filled box states the main subject of the text, while the phrase underneath specifies the particular points addressed on that page.

GOVERNING LAWS

Statutes 7.02 to 8.05

The Governing Laws

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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, in the years when 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 Secretary, 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 the Standard Operating Procedure manual, The Norman Shield and on the Fraternity's Web site (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*.

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 these examples: 6.02-a-1, 6.02-f-1 and 6.02-f-2.
2. In some cases, a Statute requires additional clarification at the Statute level vs. at the ECR level. In this case, the supporting statutes will be the number of the main Statute, 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.

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

Constitution, Statutes and Executive Committee Regulations of the Sigma Chi Fraternity

THE CONSTITUTION

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.

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.

Article III Membership

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

Article IV Organization

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

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, 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.

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 the Constitution, Statutes, Ritual and Regulations of the Fraternity therein. 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 within the Praetorial College.

D. Grand Trustees. There shall be 15 Grand Trustees, five 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.

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.

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. 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.

Article V Governing Laws

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

1. The Ritual 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 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, and 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.

THE STATUTES

Statute No. 1 Insignia

1.01 The public motto shall be “In Hoc Signo Vinces.”

1.02 The colors shall be blue and old gold.

1.03 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.

1.04 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.

1.05 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.”

1.06 The pledge button 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.

1.07 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.

1.08 The flower shall be the white rose.

1.09 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.

1.10 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.

Statute No. 2 Ritual

2.01 The Ritual and Ritualistic Statutes shall be entrusted to the Executive Secretary 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 Secretary 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 Secretary 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.

2.02 The Executive Secretary 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. A record shall be kept of how each chapter votes or if they do not submit a ballot. A record shall be kept of the exact results of the voting. A record shall be maintained 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.

Statute No. 3 Membership

A. Designations

3.01 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.

3.02 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.

3.03 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.

3.04 The designation alumni member shall apply to any member who is not an active member.

3.05 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.

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

B. Eligibility

3.07 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, not enrolled for the sole purpose of establishing membership eligibility, at the institution specified in the charter of the initiating chapter; 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.

3.08 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.

3.08.1 A chapter may initiate any male non-student 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.

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

C. Procedures

3.10 A candidate for membership shall be pledged, i.e., accepted into the Pledgeship 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. Pledgeship shall begin with the formal Pledge Ceremony.

3.11 The pledging of each candidate shall be promptly reported to the Executive Secretary.

3.12 Pledgeship 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.

3.13 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.

3.14 The initiation of each candidate shall be promptly reported to the Executive Secretary.

3.15 Each initiate shall receive an Initiation badge, a certificate of membership, and such other items as the Executive Committee may determine.

3.16 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.

3.17 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.

D. Responsibilities

3.18 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.

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

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

Statute No. 4 Organization

A. Chapters

4.01 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.

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

4.03 The following procedures shall apply to the chartering of a new active chapter:

- a. The Executive Committee shall investigate, on a continuing, informal basis, the desirability of establishing active chapters at new locations; and shall initiate, direct, and assist in action leading to such establishment when the circumstances so warrant.
- b. The formal chartering procedure shall begin when a group seeking a charter submits to the Executive Committee, at the committee's express invitation, a petition signed by not fewer than seven resident undergraduate students of the institution with which the prospective chapter will be associated.
- c. The Executive Committee shall thereupon appoint an official investigating officer who shall visit the group and its institution to confirm all pertinent qualifications for a charter, and submit to the Executive Committee a complete report of his findings.
- d. A favorable report from such investigating officer, together with such other supporting material as may be appropriate, shall be distributed to all chapters in good standing for their

consideration. The supporting material shall include letters of recommendation from each of the active chapters in the Province wherein the petitioning group is located.

- e. The chartering of a new active chapter shall require approval by not less than seventy-five (75) percent of the votes cast in either a mail vote in which each chapter in good standing shall be entitled to one vote, or a vote by the members of the Grand Chapter at a regular or special meeting thereof.
- f. In connection with the foregoing, such fees and expenses shall be paid at such times as the Executive Committee may determine.
- g. A newly chartered active chapter shall be installed under the direction of the Executive Committee.

4.04 Alumni chapters and alumni associations 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.

4.05 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 to good standing.

B. Grand Chapter

4.06 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.

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

4.08 A quorum shall consist of duly certified and registered delegates from a majority of the chapters.

4.09 The Executive Secretary shall be secretary of the Grand Chapter and shall maintain minutes of the sessions.

4.10 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.

4.11 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.

4.12 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.

4.13 The Grand Consul shall appoint to serve at his pleasure a seven-member Governing Laws Committee, and he shall designate one of them 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.

4.13.1 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.

C. Duties of Grand Officers

4.14 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.

4.15 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.

4.16 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.

4.17 Each Grand Praetor shall file annually with the Executive Secretary 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 Secretary. 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 Praetoral 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.

4.18 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.

4.19 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.

4.20 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.

D. Executive Committee

4.21 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.

4.22 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 Secretary, 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.

4.22.1 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.

E. Grand Council

4.23 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.

4.23.1 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.

4.23.2 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.

4.23.3 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.

4.24 The expenses of each undergraduate member of the Grand Council shall be paid by the Fraternity.

F. Leadership Training Board

4.25 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 to begin on the first day of January next following his election, 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.

4.26 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.

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

Statute No. 5 Property & Finances

A. Property

5.01 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.

5.02 In the event a chapter becomes inactive for any reason whatsoever, unless pertinent civil governing 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

5.06 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.

5.07 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.

C. Dues and Fees

5.08 At the time a candidate for membership is pledged, the chapter shall collect for the Fraternity from the candidate a Pledge Fee of \$90.00. 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.

5.09 Before a candidate for membership may be initiated, the chapter shall collect for the Fraternity from the candidate an initiation fee of \$175.00. The Initiation Fee shall be submitted to the Fraternity with the Report of Initiation.

5.10 As of the 15th day of April 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 and shall transmit therewith the sum of \$45.00 for each member. (Applies only to members listed on pledge forms received before July 1, 2005. Ongoing semi-annual dues shall be collected only for the period through July 1, 2008, after which time this section is repealed and shall be replaced in its entirety with Section 5.10.1 below and the semi-annual dues program terminates.)

5.10.1 Beginning July 1, 2005, 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 April 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 April 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 April 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.

D. Investments

5.11 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.

5.12 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.

E. Prohibition on Solicitation

5.13 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

6.01 The members and officers of each chapter shall collectively discharge the responsibilities set forth in Section 3.18.

6.02 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 rush 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.

6.03 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 rushing 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 15th 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.

6.04 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.

6.05 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

7.01 The Executive Committee shall be empowered exclusively 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, or by five alumni members of the Fraternity or by the committee. Whenever such charges recommend punishment of expulsion or suspension of one year or more 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.

7.02 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.

7.03 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.

7.04 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.

7.05 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 Chapters and Members

8.01 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.

8.02 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.

8.03 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.

8.04 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.

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.

Statute No. 9 Amendments

9.01 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 Secretary 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.

9.02 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 Secretary 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 Secretary 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.

THE EXECUTIVE COMMITTEE REGULATIONS (ECRs)

Executive Committee Resolution & Policy:

These Regulations are part of the Governing Laws of the Sigma Chi Fraternity, adopted by authority of Article V of the Sigma Chi Constitution. Section 3 of that Article provides that "Regulations to implement the Constitution, Ritual and Statutes may be enacted by the Executive Committee and shall be recorded as such."

The numbers of each Regulation generally coincide with the number of the related portion of the Sigma Chi Constitution or Statutes which the Regulation implements.

Constitutional Amendments

VI B-1 The ballots for any mail vote shall be returned to the General Headquarters within sixty (60) days from the date of mailing. A mail vote on Ritualistic Statutes shall be conducted with due regard for secrecy.

Insignia

1.05-1 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.

1.06-1 The Pledge Button 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.

1.09-1 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.

1.10-1 The design or representation of the Badge, Coat-of-Arms, Seal, Pledge Button 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 Secretary shall maintain a list of authorized persons, companies and firms.

1.10-2 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).

1.10-3 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.

Ritual

2.01-1 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.

2.01-2 The fraternal grip is to be used only by initiated members of the Fraternity.

Membership

3.04-1 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 conduct suspension. Undergraduate members placed on conduct suspension will remain in good standing with the Fraternity, but will not be allowed to participate in active chapter activities for a minimum of 1 year beyond the date of the suspended individual's graduation. In addition to the aforementioned termination of participation in chapter activities, the suspended individual will not be permitted on the chapter house property. Chapter activities may be defined by the Executive Committee, but in general would include, but not be limited to: living quarters at the chapter house, chapter meetings, social events, intramural activities, and any activities involving pledge education.

3.07-1 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.

3.07-2 To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.25 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: attained a score of at least 800 on the Scholastic Aptitude Test (SAT); or attained a score of at least fifteen (15) on the American College Test (ACT); or graduated in the top twenty-five (25) percent of his high school (or equivalent) graduating class; and must have a minimum high school GPA of 2.3. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards.

3.07-3 To be eligible for Initiation, a pledge must (i) have attained an accumulated scholastic grade point average of at least 2.25 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.

3.07-4 Effective with the commencement of the 1999-2000 academic year, 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.

3.08-1 The alumni of any group which is granted a Charter under the provisions of Statute 4.03 may be initiated into the Fraternity only under the provisions of Statute 3.08 and only in compliance with the following provisions:

- a. Each alumnus must have been initiated into the group being chartered while he was a student at the College or University where the group is located, or
- b. If not initiated as a student, each must have been formally and personally initiated into the group in its official initiation ceremony prior to the acceptance of a group's Declaration of Intent by the Executive Committee. Such initiation must be certified in writing to the Executive Committee, and be confined to those persons who have served or assisted the group in an advisory, participatory or financially supportive manner or interrupted their Pledgeship to serve their country in time of war and who were not initiated into the group primarily for the purpose of becoming a Sigma Chi.
- c. Alumni of any group being granted a Charter may be initiated into membership in the Fraternity only if they comply with the provisions of Statute 3.07b and 3.07c and are current in all financial obligations to the group being chartered.

3.08.1-1 Pursuant to statute a. 3.08.1, upon a sufficient showing by a chapter that a non-student proposed for initiation is worthy of membership in Sigma Chi, including that he has met the qualifications set forth in statutes 3.07 (b) and 3.07 (c), the Executive Committee may authorize the requested initiation. Such request must be received by the Executive Committee at least 60 days prior to the proposed initiation.

3.11-1 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 Secretary such forms, for the chapters within his province, shall be forwarded directly to the Grand Praetor.

3.14-1 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.

3.14-2 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 Secretary such forms, for the chapters within his province, shall be forwarded directly to the Grand Praetor.

3.14-3 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.

3.17-1 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.

3.17-2 The reinstatement of any member shall be published as soon as practicable in The Sigma Chi Bulletin, unless otherwise directed by the Executive Committee.

Organization

A. Chapters

4.03-1 A New Chapter Development Committee shall be composed of five members, two of whom shall be appointed by each newly elected Grand Consul for a four year term to begin the first day of January next following his election 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, shall apply to the preparation, petitioning and chartering of a new active chapter:

- a. The 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 Procedures and Petitioning Guidelines" and "Rechartering Procedures and Guidelines."
- b. A Declaration of Intent submitted by a local fraternity seeking a Sigma Chi charter asserts that the members of the group are formally committed to the goal of obtaining a Sigma Chi charter. The letters, factual data information, confirmations and other assurances provided for in the Expansion Procedures and Petitioning Guidelines shall be furnished with the Declaration, along with a preliminary petitioning fee of \$250.00.
- c. With its Declaration of Intent, each group must submit a list of all of its members as of the date of the Declaration, whether they are presently students or are alumni or no longer in school, and must also submit a list of its pledges. In order for those individuals to be eligible for initiation into Sigma Chi at or subsequent to the time of the proposed chartering, their initiation must be approved by the Executive Committee. Upon submission and acceptance of these lists of members with the Declaration of Intent, no other persons will be eligible for initiation by virtue of membership in such petitioning group except for such bona fide students as may be pledged into the local fraternity, and are proposed by them for initiation into the Fraternity, and are approved by the Executive Committee prior to the proposed Initiation.
- d. 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 "Petitioning Local."
- e. A Petitioning Local is eligible and qualified for those services of the General Fraternity outlined in the Expansion Procedures and Petitioning Guidelines, including supervision by the Grand Praetor, visitations by members of the Headquarters Staff, participation in the annual Leadership Training Workshop, and individual subscription to The Magazine of Sigma Chi.
- f. A Petitioning Local assumes those obligations to the Fraternity outlined in the Expansion Procedures and Petitioning Guidelines including the payment of semi-annual dues by each student member of the Petitioning Local, as currently required of the active members of the Fraternity under Statute 5.10, and submission of the prescribed Semi-Annual Report.
- g. Details for submission of a Formal Letter of Petition by a Petitioning Local are as prescribed in the Expansion Procedures and Petitioning Guidelines, and shall include a current and complete version of the factual data summary; payment of \$250 as the balance of its petitioning fee; and payment in full for the prescribed Ritual Paraphernalia, which is refundable in the event a Charter is not granted to the Petitioning Local. Petitioning fees are not refundable.

- h. Upon receipt of the material provided in Statute 4.03-d, the Executive Committee may authorize an official call for vote on the petition. Thereupon the Executive Secretary 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 the publication shall occur no later than the call for vote. Ballots recording the vote shall be returned to the Executive Secretary and be valid only if postmarked within the forty-five (45) day period from the date the official call for vote is mailed.
- i. For a newly chartered active chapter, the Executive Committee shall determine the date of Installation, the Chief Installing Officer and Installing Officers, and Installing Chapter(s). The Executive Committee may designate an active chapter(s) to serve as an advisory chapter(s) to the newly installed chapter during its first year.
- j. Greek-letter names for new chapters shall be assigned by the Executive Committee, based on the precedent of following the Greek alphabet in its normal sequence.

4.04-1 Alumni chapters and alumni associations shall be named for their locale, specifically a city, village, or geographic area.

4.05-1 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

4.08-1 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 an alternate delegate 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.

4.11-1 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.

4.12-1 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.

4.12-2 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.

4.12-3 Each brother who fulfills the requirements for office may address the undergraduate caucus under rules to be proposed by the Chair and endorsed by the caucus. After each nominee has had an opportunity to address the caucus, each active chapter at the Grand Chapter, or each undergraduate province delegate to the Grand Council, shall cast two votes for its preferred candidates. No nominee shall be elected as an undergraduate representative to the Executive Committee until he receives a majority of the votes of the caucus. Balloting shall continue until two representatives have been selected in this manner. During any particular round of balloting, no active chapter or province delegate may cast both of its votes for the same candidate.

C. Duties of Grand Officers

4.14-1 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.

4.14-2 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 Secretary 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.

4.17-1 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.

4.17-2 The Grand Consul may appoint an Assistant Grand Praetor in any Province, with the concurrence of the Executive Committee. Such appointments will be made sparingly when necessary to provide adequate Praetorial services. 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.

D. Executive Committee

4.21-1 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.

E. Grand Council

4.24-1 A majority of the members of the Grand Council shall constitute a quorum at all sessions of the Grand Council.

4.24-2 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.

F. Leadership Training Workshop

4.24-3 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.

Property & Finances**B. Finances**

5.06-1 All checks written on behalf of the Fraternity for amounts of more than \$2,500 shall be signed by any one of the following: the Grand Quaestor, the Grand Consul or the Grand Pro Consul, and countersigned by any one of the following: the Executive Secretary or such other members of Headquarters Staff as may be designated by the Executive Committee. Checks written for amounts of \$2,500 or less shall be signed by the Executive Secretary and countersigned by any one of such other members of Headquarters Staff as may be designated by the Executive Committee. If the Executive Secretary is not available to sign checks, all checks shall be signed and countersigned as specified for amounts of more than \$2,500. The Grand Quaestor may authorize members of the Headquarters Staff who are authorized to sign checks of \$2,500 or less to also sign checks above that amount when the time necessary for checks to be mailed for signature will cost the Fraternity late payment penalties or loss of early payment discounts. A written record of each such transaction will be provided promptly to the Grand Quaestor.

5.06-2 The Executive Secretary 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 Secretary shall be set by the Executive Committee as a whole.

5.07-1 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.

5.07-2 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.

5.10-1 Each active member paying the semiannual dues shall receive a subscription to The Magazine of Sigma Chi and The Sigma Chi Bulletin for the period covered by such dues payment.

5.10-2 Active chapters shall report and pay semiannual dues 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.

5.11-1 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, lifetime subscription to The Magazine of Sigma Chi and other special benefits.

5.11-2 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.

5.11-3 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.

5.11-4 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.

5.12-1 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.

Chapter Operations

6.01-1 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.

6.02-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.

6.02-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.

6.02-c-1 Effective with the commencement of the 1999-2000 academic year, 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.

6.02-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.

6.02-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, the principles embodied in the Ritual and the Ritualistic Statutes.

6.02-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.

6.02-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.

6.02-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).

6.02-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.

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

6.02-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.

6.02-i-4 All U.S. undergraduate chapters are required to provide proof of a minimum of \$5,000,000 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. 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.

6.03-1 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.

6.03-2 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.

6.06-1 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.

Discipline

7.01-1 The Executive Committee may appoint a subcommittee (the “committee”) to execute certain of its responsibilities pursuant to Statute 7.

7.01-2 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. suspension of membership for a designated period or expulsion from membership;
2. community/campus/chapter service not to exceed 300 hours;
3. restitution of actual out-of-pocket losses;
4. social probation for a period of less than one year;
5. loss of live-in privileges for a period of less than one year
6. loss of voting privileges for a period of less than one year;
7. other, with prior approval of the committee.

The 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 expelled by five (5) alumni brothers or an undergraduate chapter, he may appeal his penalty to the Executive Committee within thirty (30) days of notification such penalty. The Executive Committee may then appoint a Trial Board to hear the evidence.

7.01-3 When the 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 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 has modified the action taken by the undergraduate chapter.

7.01-4 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.

7.01-5 If the committee receives an appeal pursuant to ECR 7.01-2 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 Secretary 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 Secretary 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 Secretary 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 Secretary within fifteen (15) business days of issuance of the trial board's report. The committee may forward a recommendation for expulsion or suspension of one year or more 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 of one year or more from Fraternity membership may only be done by the Executive Committee, which will receive a full copy of the trial board's findings and any additional new information submitted. The Executive Secretary 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.

7.01-6 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.

7.01-7 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.

7.02-1 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 Secretary 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 Secretary 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.

7.02-2 If a chapter proposes to the Executive Committee a member(s) for financial suspension, it may not be responsible for paying that member's semi-annual dues assessed in the period between the request for suspension and the Executive Committee's imposition of that suspension. The chapter will be held responsible for a delinquent member's dues if that member is not suspended by the Executive Committee. If the chapter is relieved of paying a member's semi-annual dues, the dues will be added to the delinquent amount for which the member is being suspended.

7.02-3 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.

7.03-1 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 Secretary, 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.

7.03-2 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.

7.03-3 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 Secretary 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.

Honors To Members & Chapters

8.03-1 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 Secretary 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.

8.04-1 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 Editor, 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.

8.05-1 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.

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.

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.

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 Secretary with selection made on the recommendation of the General Headquarters Staff and with the approval of the Executive Committee.

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.

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 Secretary 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. LeClerg 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. 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; (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.

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 Secretary: (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.

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 Secretary, 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.

8.05-11 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.

Amendments

9.02-1 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 Secretary 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 Secretary.

9.02-2 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 Secretary 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.

9.02-3 The Executive Secretary 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.

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 in 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

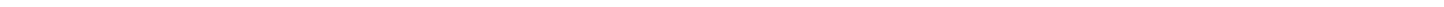
- too (they not knowing there is no nail, as such).
- Pledges booed and hissed or demeaned when they make a mistake in recitation in front of the chapter.
 - Pledges being required to perform personal errands or acts of personal servitude for the convenience of brothers.
 - Calling pledges scums and 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 answered.
 - 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, I-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.



Vision & Mission

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V I S I O N & M I S S I O N

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 which 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 to leadership experience
8. Maximize the Sigma Chi experience through technology

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P O L I C I E S A N D P O S I T I O N S

The Sigma Chi Position on Alcohol

“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 foster true brotherhood. These include:

- Balfour Fellow Program
- RMF Interactive 2.0
- CHOICES: 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

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.

A. 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. Non-members 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.

B. Further provisions applicable to chapters and all Fraternity-related activities and events in jurisdictions in which the legal drinking age is 21 years of age or older:

1. No alcoholic beverages may be purchased with funds from the chapter treasury. Further, the purchase of alcoholic beverages for members or guests may not be undertaken, arranged or coordinated by any member in the name of or on behalf of the chapter. If it is necessary to comply with a college or university policy, rule, regulation or directive pertaining to a particular event or activity where alcoholic beverages may lawfully be served and consumed, chapter funds may be utilized in connection with that particular event or activity if approved in writing by the appropriate college or university official. Otherwise, a chapter may hire a catering service employing qualified bartenders for the purpose of distributing and serving alcoholic beverages. However, any service hired for this purpose must carry general liability and liquor liability insurance, and must accept responsibility for restricting access to alcoholic beverages to those of legal age, and denying access to apparently intoxicated persons.
2. Except for events catered professionally, no chapter may provide alcoholic beverages to members or guests at any Fraternity activity or sponsored event by means of selling tickets, charging admission fees, taking any collection or donation, or by using any other direct or indirect means of collecting money from persons attending any such function, unless the chapter has legally obtained both a license to dispense alcohol and appropriate Dram Shop liability insurance coverage.

Implementation and enforcement of the provisions of this policy are the responsibility of each chapter and those members who are responsible for any Fraternity-related or -sponsored event. The Sigma Chi Fraternity cannot control chapter or individual members, and thus assumes no liability for the failure of any chapter or responsible person to observe the provisions of this policy. However, habitual significant intoxication and/or the use, possession, sale or distribution of any illegal drug or controlled substance, and any other violation of this policy by a member (undergraduate or alumnus) or a pledge shall be deemed "conduct unbecoming a Sigma Chi." It is expected that the chapter shall in any such case invoke provisions of the Sigma Chi Governing Laws in regard to disciplinary procedures and sanctions, and shall report any such violation to the chapter advisor and Grand Praetor. Violators should be advised to seek qualified counseling.

Additionally, any violation of this policy by a chapter or individual will subject that chapter or individual to such disciplinary procedures and sanctions as may be imposed by the Executive Committee of the Sigma Chi Fraternity, including the suspension or revocation of a charter, in the case of a chapter; or membership, in the case of an individual.

The Risk Management Foundation Policy on Alcohol and Drugs

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 (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

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

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 that 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

A. 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.

B. 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 associate 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 associate director of accountability within seven days. The chapter must provide the associate 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 Praetor, chapter advisor, house corporation president, Grand Trustee, Executive Secretary, and when appropriate, the Greek advisor.

B. Upon receipt of the response to the seven-day letter, the associate 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)

A 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.

C. 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 associate director of accountability. Following the accusation and receipt of the seven-day letter from the chapter, the associate 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 managing director of operations.

B. The associate 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

- *Causes*—minor alcohol/drug violations, conduct violations
- *Duration*—approximately six (6) months. Probation is in effect upon the decision of the CAMAC and continues through the following semester's Review Meeting. Review Meetings will take place June 1 and Dec. 15 annually.
- *Progress Report*—The chapter must submit a progress report that is to be reviewed at the biannual 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: Immediate Probation

- *Causes*—serious alcohol/drug violations, less than \$1,000 theft/property damage, mental hazing
- *Duration*—approximately 12 months. Probation is in effect upon the decision of the CAMAC and continues through the following calendar year's Review Meeting. Review Meetings will take place June 1 and Dec. 15 annually.
- *Progress Report(s)*—The chapter must submit two progress reports that will be reviewed at the two Review Meetings of the CAMAC that correspond to the duration of its probation. The first report must be based on Part I of the Reorganization Requirements and the specific violations that precipitated the probation, as determined by the CAMAC. The second report should be based on Part II of the Reorganization Requirements. Additional stipulations and progress reports may be mandated by the CAMAC.

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

3. **Type C Violation: Show Cause with continuation of chapter operations**
 - *Causes*—more than \$1,000 theft/property damage, physical hazing, major alcohol/drug violation, multiple policy violations
 - *Duration*—90 days. The chapter will have 90 days to show cause as to why the charter should not be suspended. If, once the 90 days has lapsed, the CAMAC decides that the chapter has not shown cause, it may then place the chapter on 45-day suspension or recommend charter suspension to the Executive Committee. If the chapter successfully shows cause, it must then complete the requirements of a Type B Violation (see above).
 - *Progress Report*—in order to show cause, the chapter must submit a report that addresses Part I of the Reorganization Requirements as well as the specific violations that precipitated the probation, as determined by the CAMAC. Additional stipulations and progress reports may be mandated by the CAMAC.

4. **Type D Violation: Show Cause with a 45-day suspension of chapter activities**
 - *Causes*—physical hazing, egregious misconduct, multiple policy violations
 - *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 a Type C Violation.
 - *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. The board that will hear these petitions is an Alumni Review Board, which is assembled by the Grand Praetor and confirmed by the CAMAC. With the assistance of the undergraduate chapter's executive committee, this committee will conduct individual interviews with each brother desiring to be re-activated. The Alumni Review Board will request certain pre-interview materials and determine the content of the topics to be discussed during the interview.

A suggested format for the interviewers to use follows on the next page.

Suggested format for membership review interviews:

Brother	John Doe
Pre-interview Information	Score (0-3)
1. GPA	(0-3)
2. Campus Activity	(0-3)
3. Discipline Issues	(0-3)
4. Financial Responsibility	(0-3)
5. Chapter Attendance	(0-3)
Total (15)	
Interview Specific Topics	Score (0-3)
1. Pledge Programming	(0-3)
2. Alcohol & Drug Policy	(0-3)
3. Philanthropy	(0-3)
4. Chapter Operations	(0-3)
5. The Ritual	(0-3)
Total (15)	

5. Type F 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.

- *Causes*—Suspension of activities by host institution, consistent chapter behavior that is unbecoming of Sigma Chi
- *Duration*—Indefinite
- *Procedures for the suspension of an undergraduate chapter:*

1. The Executive Secretary or his designee will immediately (within 48 hours) teleconference with the Grand Praetor, chapter advisor and house corporation president to inform them of the decision and to discuss the following:
 - How and when to inform the undergraduate chapter and the university/college
 - Securing the chapter house (if applicable)
 - How to, and who will, handle calls from alumni/parents
 - Accounting for and securing Ritual paraphernalia
 - Disposition of pledges
2. Executive Secretary or his designee will inform the chairman of the Risk Management Foundation, Constantine Capital Inc., and/or Sigma Chi Foundation if applicable.
3. A letter will be mailed to all chapter alumni under the Executive Secretary’s signature within five days.
4. Grand Praetor or member of the Headquarters staff will travel to the chapter to obtain Ritual paraphernalia and return it to Headquarters.
5. File set up at Headquarters by Executive Secretary or his designee for

future use if and when a reactivation process is begun. File should include:

- Chapter financial obligations to the Fraternity at time of suspension
- Location of chapter's Ritual paraphernalia and charter
- Case history of the chapter
- Specific reactivation/suspension requests of university
- 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 chronology of events will be maintained by the associate director of accountability.

V. Chapter and Member Accountability Committee

The Chapter and Member Accountability Committee (CAMAC) is composed of the Grand Consul, Past Grand Consul, 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 Secretary will be an ex-officio member of the CAMAC.

This body is charged with the following responsibilities:

- A. Reviewing all accusations brought forth by the associate director of accountability.
 - The CAMAC is mandated to meet twice annually to review accusations and review chapters in the various stages of probation. These meetings will take place within five days of June 1 and Dec. 15.
 - In case an accusation requires immediate action, the CAMAC may deliberate via teleconference. The associate director of accountability will determine if there is sufficient information upon which the subcommittee can deliberate and shall present all information to the subcommittee.
 - 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.
 - 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 associate director of accountability to inform all involved parties as such.
 - 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-F violations.
 - Other stipulations include but are not limited to the following:
 - Mandatory use of the Preparation for Brotherhood Series
 - Appointment of an alumni advisory committee
 - Appointment of a Parent's Council
 - Mandatory I-week visit

- C. 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 Secretary, and Greek advisor if appropriate, by the associate director of accountability.
- D. The Executive Committee shall review and may revise the actions of the CAMAC.

VI. Reorganization Requirements

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 university.
- 2. Scholarship**
 - a) The chapter must maintain a B average *OR* the chapter GPA must be above the all men's average.
 - 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.
 - 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 associate 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

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:

- a) The chapter's plan for moving forward (next year's budget, goals and action plans)
- b) The quality of existing membership
- c) The degree of local Sigma Chi alumni support
- d) The chapter's approach and attitude toward social programs and alcohol issues
- e) The relationship that exists between the campus administration and the chapter

All costs associated with this visit (travel, lodging, food etc.) will come at the expense of the chapter.

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 university.

2. Public, Campus and Community Relations

- a) 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 men 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

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

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 continuing 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.

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 Sigma Chis working on the development of a Sigma Chi chapter at a college or university, or by members of interest groups seeking affiliation with the Sigma Chi Fraternity. The Sigma Chi Fraternity is a long-established and well-respected fraternity, presently represented on more than 215 campuses throughout the United States and Canada.

Throughout its years of existence, Sigma Chi has established a reputation of excellence. In order to maintain its excellence, Sigma Chi has developed a thorough process for expansion. The Sigma Chi Fraternity expansion process requires a 14- to 18- month preparation commitment from groups interested in affiliating with the Fraternity. The length of this process is not meant to discourage groups, but rather to provide adequate time to develop and integrate new quality chapters into the Sigma Chi Fraternity.

The Sigma Chi Fraternity is enthusiastic to investigate opportunities for expansion and hopes that each expansion effort will be successful in accordance with its guidelines and policies.

II. Expansion Policies

The Sigma Chi Fraternity expansion criteria help determine a desired standard for undergraduate chapter operations. The criteria recognize strong and attainable performances by chapters in all major fields of operation and programming.

The further expansion of the Sigma Chi Fraternity is a desired goal of the Grand Council and the Fraternity. It must be noted, however, that expansion is not a requirement. The Executive Committee may reject or defer any Declaration of Intent or Formal Petition, though it may meet all petitioning procedures and requirements, if the expansion in question is not in the best interest of the Fraternity. The ultimate criterion for installation shall be the determination of what is best for the Fraternity and its respective chapters.

III. Expansion Philosophy

In order to better serve the more than 215 Sigma Chi undergraduate chapters and those local fraternities currently preparing for installation, the Fraternity will not allow more than eight groups (locals/recharters) to be admitted to the petitioning process at any one time. A maximum number of four chapters will be allowed to be installed or reactivated in one academic year. There shall be no minimum number of chapters to be installed or rechartered in one academic year.

IV. New Chapter Development Committee

The New Chapter Development Committee (NCDC) shall be composed of five members, two of whom shall be appointed by each newly elected Grand Consul for a four-year term to begin the first day of January next following his election, 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).

V. Summary of Petitioning Procedures

This table of contents has been omitted for the sake of brevity.

VI. Petitioning Procedures

A. Approval of the Institution by the General Fraternity

1. *Approved Institution.* The New Chapter Development Committee (NCDC) 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. Institutions may be nominated by any interested Sigma Chi undergraduate or alumnus. Interested brothers should contact the director of expansion, 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) Institution freshman retention: percentage of students who return after first year.
 - c) Selectivity of student body: difficulty of entrance into institution, a one (1) to five (5) rating with one (1) as a non-competitive entrance requirement and five (5) as a very difficult entrance requirement, based upon the ratings found in the *U.S. News & World Report's* annual guide to America's best colleges.
 - d) Percentage of men interested in fraternities: size and number of existing fraternities.
 - e) Endowment per student: amount of total institutional endowment divided by total enrollment.
 - f) Other information as deemed important by NCDC.
2. A *Declaration of Intent* (see Section VI, Part C) may not be submitted until the NCDC has approved the host institution for the interest list.

B. 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.

Also, there must not be more than eight petitioning locals or interest groups involved in any stage of the expansion/reactivation process (See Section III, Expansion Philosophy). 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 Fraternity and Foundation annual reports
 - f) Expansion Policies and Petitioning Procedures
 - g) Sigma Chi's Standard Operating Procedures Manual
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 authorization by the NCDC to make such a presentation.
3. *Visitations.* Prior to the acceptance of a Declaration of Intent, the director of expansion will conduct an on-site 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.

C. Submission of Declaration of Intent

Once an institution has been approved by the New Chapter Development Committee (NCDC), an interest group may submit a Declaration of Intent for review by the NCDC. The NCDC will evaluate the Declaration of Intent and supporting materials to determine: (1) the interest group's qualifications; (2) whether the establishment of a chapter will be beneficial to the General Fraternity; and (3) if the director of expansion should visit the interest group. Acceptance or rejection of a Declaration of Intent is at the sole discretion of the NCDC.

1. The Declaration of Intent shall include:
 - a) Statement of Declaration of Intent (1 page)
 - b) The proposed name of the interest group. Any common name or combination of Greek letters in any order other than "Sigma Chi" is acceptable. The Greek letters "Sigma Chi" may, however, appear as part of the interest group's proposed name (e.g. "Sigma Chi Alpha")
 - c) Interest group information explaining in detail its programs and operations (5 to 7 pages)
 - d) A list of active members and alumni of the interest group. The interest group must consist of at least 15 undergraduates, who are currently attending the institution as full-time students in good standing and are active members. This list shall include the full names, addresses, phone numbers, e-mail addresses, years of graduation, majors of undergraduates/occupations of alumni, and signatures of every member on the list. The list must be verified by a college or university official.
 - e) The names, addresses, phone numbers, e-mail addresses, and signatures of the alumni advisory team of the interest group

- f) Letter of acknowledgement from the university or college (1 page)
 - g) Letter of support from the Grand Praetor (1 page)
 - h) 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.
 - i) A \$500 check for the non-refundable Declaration of Intent processing fee.
 - j) 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.
2. 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:
- a) Each alumnus must have been initiated into the interest group while he was a student at the college or university, or
 - b) 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
 - c) 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.
3. Procedure for submitting the Declaration of Intent. For the Declaration of Intent to be formally received by the NCDC, seven copies of the Declaration of Intent and supplemental materials must be received in completed form at the Sigma Chi Headquarters. The director of expansion will forward copies to the members of the NCDC.

D. Visitation by the Director of Expansion

After a complete Declaration of Intent has been reviewed by the New Chapter Development Committee, the committee may vote to do one of the following:

1. Approve the visitation by the director of expansion
2. Request additional information from the interest group
3. Terminate the Fraternity's relationship with the interest group

The director of expansion (unless the Declaration of Intent falls during the summer, in which the director of expansion will wait until classes begin in the fall) shall visit the interest group within 90 days of the NCDC's approval. During the course of the local's development, it shall receive up to two visits each academic year. Any additional visitation will be at the expense of the local group.

E. Interest Group Investigation Report

The director of expansion shall evaluate the interest group's performance based upon the following criteria:

1. The institution's policies and attitude towards the establishment of fraternities on the campus
2. The relationship that exists between the institution's administration and the fraternities currently on campus
3. The institution's regulations regarding Greek organizations
4. The undergraduate enrollment of the institution and the percentage of Greek membership
5. The degree of local Sigma Chi alumni support
6. The likelihood of success of a Sigma Chi chapter being established at the institution
7. The chapter's and university's approach and attitude toward social and alcohol programs
8. The quality of existing membership based upon *The Jordan Standard*. Following the director of expansion's visit, he shall make a detailed report based upon the aforementioned criteria with his recommendation to the NCDC.

F. Acceptance of Declaration of Intent

After the NCDC receives the director of expansion's report, it shall act on the interest group's Declaration of Intent. The NCDC shall evaluate the interest group based on the Declaration of Intent, the Interest Group Investigation Report, supporting material, and the benefit that the Fraternity receives by admitting this interest group as a petitioning local of Sigma Chi. A majority vote shall be required for acceptance of a Declaration of Intent. The director of expansion will notify the interest group of the NCDC's decision. If the Declaration of Intent is accepted, the interest group shall be referred to as a "petitioning local" of the Sigma Chi Fraternity.

Approval of the Declaration of Intent by the NCDC will mean the following:

1. The petitioning local must complete the requirements listed in the Phase I and Phase II applications.
2. The petitioning local will receive a visit from a Leadership Consultant (LC) as part of the regular LC visitation schedule and a visit from the director of expansion. The Grand Praetor will also provide regular assistance to the petitioning local.
3. Each petitioning local will receive *The Magazine of Sigma Chi* on a quarterly basis.
4. The petitioning local will be eligible to receive printouts, labels and other computer services from Headquarters.
5. The petitioning local 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 petitioning local must file a Form 400A and pay the pledge fee on each of its new pledges 10 days after the Formal Pledging Ceremony. The petitioning local 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 petitioning local must file Semi-Annual Reports in October and March of each year. The Semi-Annual Report forms must be submitted online. Forms are available at www.sigma-chi.net/_semiannualforms.
9. The petitioning local must pay appropriate Balfour Leadership Training Workshop fees.
10. The petitioning local must submit an annual budget to Headquarters.
11. The petitioning local must submit to the director of expansion additional information as the New Chapter Development Committee deems appropriate.
12. The petitioning local must send a delegation of at least three members to the annual Balfour Leadership Training Workshop.

13. The petitioning local will be evaluated annually. This evaluation shall be conducted by the director of expansion and the Grand Praetor. It will consist of:
 - a) Item-by-item evaluation of whether or not the chapter meets the criteria designated in the Phase I and II petitioning local applications.
 - b) Attainable goals and expectations listed, both long-term and short-term, and an evaluation of whether or not the group is meeting those goals and expectations.

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

G. Recruitment of Alumni Advisory Team

Once a local group has been approved to interest group status, the Grand Praetor, along with the director of expansion, will recruit an advisory team consisting of a minimum of seven advisors (chapter advisor, pledge advisor, financial advisor, recruitment advisor, scholarship advisor, house corporation member and faculty advisor) to oversee the petitioning local during its existence. Other advisors could include risk management, alumni relations and housing. The advisory team shall continue to give assistance upon the petitioning local's installation.

H. Phase I Petitioning Local Status

The petitioning local shall immediately enter into a Phase I petitioning local status upon acceptance of the Declaration of Intent. During a period of not less than six months and not more than 12 months from the Declaration of Intent approval date, the petitioning local must submit the Phase I Report. The petitioning local will submit monthly progress reports to the director of expansion, so that he can ensure that the local is on track to accomplish its requirements.

1. Fraternity Statistics
 - a) The number of men initiated must be at least 75 percent of those pledged
 - b) Total active undergraduate membership of the local must be 20 or greater
 - c) The list of names must be verified by the college or university.
2. Scholarship
 - a) The local must maintain a B average OR the local chapter GPA must be above the all men's average and meet one of the following criteria:
 - 1) Local chapter maintains an academic average of 2.5 on a 4.0 grade scale or equivalent
 - 2) Local chapter GPA must be above the all-fraternity average
 - b) The petitioning local should provide a brief explanation that outlines the scholarship programs conducted by the petitioning local 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:
 - 1) A letter from the dean of students or Greek advisor stating that they do not release grades, and;
 - 2) The petitioning local must then provide the GPA of each brother in order to determine the petitioning local's scholastic standing.
3. Finances

- a) The local 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 local must promptly and accurately submit all financial statements.
 - d) The local 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 5 percent, which should be explained in practical business terms.
4. Recruitment
- a) The local must submit a documented recruitment program. The program should consist of a step-by-step description of the year-round recruitment process.
 - b) The local must submit an accompanying list of recruitment goals.
5. Pledge Education
- a) The local must submit a detailed pledge education program. The program should consist of a step-by-step description of all activities associated with pledgship.
 - b) The local 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 local 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 the 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. Housing
- a) There shall be a definitive plan by the petitioning local to obtain proper housing, whether it be new, rented or provided by the college or university. 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.
 1. College/university housing
 - a) A letter from the university housing department stating it desires to provide the local group 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
 2. Rental property/lease
 - a) Written financial plans for acquiring rental properties
 - b) A copy of the rental/lease agreement with the renter/leaser
 - c) Plans by the local group to improve rental property or detailed plans to purchase property
 3. 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) All petitioning locals will be required to have an alumni support group functioning as an active house corporation regardless of the local housing situation. The alumni support group is expected to assist the local in all housing-related matters, including insurance, financial management, legal, fund raising, and renovations and/or construction.
- d) Include the names of the members of the house corporation, their chapter affiliation, and their chapters' names.
- e) 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:
 - (i) Articles of Incorporation;
 - (ii) current bylaws as presented in the *House Corporation Manual*;
 - (iii) recent liability and property certificates of insurance, if applicable;
 - (iv) recent financial statement; and
 - (v) a detailed plan outlining goals and objectives of the house corporation.

I. Phase II Petitioning Local Status

The petitioning local shall immediately enter into Phase II Petitioning Local Status upon receipt of written verification of Phase I completion from the director of expansion. During a period of not less than six months and not more than eight months from written verification of Phase I completion, the petitioning local must submit a Phase II Report. During the Phase II process, the petitioning local will continue to submit monthly progress reports to the director of expansion, so that he can again ensure the petitioning local is on track to accomplish its requirements.

1. Updated petitioning local statistics page
 - a) Include updates on all statistical data included in Phase I and any additions to programs that were already in place at the time of Phase I submission
 - b) Include membership list including 30 undergraduate members verified by a university official
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 petitioning local'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 petitioning local 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 petitioning local 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 petitioning local 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 petitioning local 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 petitioning local.
- c) Include a letter from the dean of students or fraternity advisor stating that the petitioning local and its members enjoy a campus reputation which reflects positively upon Sigma Chi.
- 7. Alcohol and drug awareness
 - a) The petitioning local 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 brief written outline of the alcohol and drug awareness program.
(Note: The petitioning local must comply with the Risk Management Foundation Policy on Alcohol and Drugs and the Sigma Chi Policy on Alcohol and Drugs.)

J. Visitation by Headquarters Staff

At the earliest date from the acceptance of the petitioning local's Phase II application, a Headquarters staff member shall visit the petitioning local. During this visit, a complete and thorough evaluation of the petitioning local's operations and membership shall be made based on the criteria established in the Phase I and Phase II Reports. The visit shall also include an analysis of the petitioning local's reputation in the community, on campus and with the other fraternities and sororities at the institution. The visits will also include an officer transition, a recruitment workshop, strategic planning and an alumni training workshop. Finally, the report shall include a recommendation as to whether or not the Fraternity should continue working with the petitioning local. A report of the visitation shall be submitted to the NCDC for its review.

K. Termination of Petitioning Local

The NCDC reserves the right to terminate the local's status as a petitioning local if it determines that the local 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.

L. Brotherhood Retreat

After the Phase II Report of a petitioning local has been received and accepted by the NCDC, the petitioning local shall hold a brotherhood retreat facilitated by an alumnus of the Fraternity designated by the NCDC. The format of this retreat is available from Headquarters. Following the brotherhood retreat, the petitioning local shall submit a brief report to the Headquarters. The report should comment on the major topics discussed during the retreat.

M. Submission of Formal Petition

The petitioning local may submit a Formal Petition requesting that the Executive Committee consider it for installation into the Sigma Chi Fraternity only after such local 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 (See Petitioning Local Fee Schedule, Addendum B)
 - c) Updated petitioning local 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 petitioning local. The local must consist of not fewer than 35 undergraduates who are currently enrolled in the host institution as students and in good standing, as defined by the host institution. Further, there must be not fewer than 35 undergraduate members enrolled in the host institution as students in good standing at the time of the installation. If there are fewer than 35 undergraduates currently enrolled, the installation may be delayed until the local meets the 35-man membership requirement. This list shall include:
1. Full names
 2. Addresses, phone numbers, and e-mail addresses
 3. Years of graduation
 4. Majors of undergraduates
 5. Occupations of alumni
 6. 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
- 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 have 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 (appropriate documents, such as non-profit organizational status)
- l) Written verification from a financial institution that the local currently has \$4,500 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 petitioning local will present their formal petition on their Web site. A link to the petitioning local's Web site will be sent to each member of the Executive Committee. The Executive Committee will receive this information 30 days prior to the next regularly scheduled EC meeting, by the director of expansion. The dates of the Executive Committee meeting may be obtained by contacting the director of expansion at the Sigma Chi Headquarters.
3. *Eligibility.* Only those members and pledges of the petitioning local 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 petitioning local 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 have successfully completed the petitioning local's pledge program, which must be modeled after the pledge program in the Magister's Guide; and
 - c) Each undergraduate member must have passed the Fraternity's Official Pledge Examination, as described later in the petitioning procedures;
 - d) Each alumnus must have completed the petitioning local's pledge program while he was a student at the college or university; or

- e) Each alumnus must have served or assisted the petitioning local 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.
- f) Each undergraduate and alumni member shall be current in all financial obligations to the petitioning local and Sigma Chi Fraternity, including any petitioning local dues and Fraternity pledge and initiation fees and semi-annual dues;
- g) 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 petitioning local fraternity which is petitioning for a Sigma Chi charter
- h) 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.

N. 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 petitioning local based on the Formal Petition and supporting materials, as well as the benefit to the Fraternity of admitting this petitioning local and its members into the Sigma Chi Fraternity. A two-thirds majority of the Executive Committee shall be required for acceptance of a Formal Petition. A limit of four Formal Petitions may be accepted for installation in an academic year. The associate director of accountability will notify the petitioning local of the Executive Committee's decision.

In the event that the petition is not accepted, the Executive Committee shall provide the petitioning local with an explanation of its decision in writing. This explanation shall include a summary of those areas of operations in which the petitioning local is deemed to be deficient. The petitioning local 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 petitioning local, after the Formal Petition has been accepted by the Executive Committee, but before the vote of undergraduate and alumni chapters, fail to continue to meet the Expansion Policy criteria, it may be subject to another vote by the Executive Committee.

O. Submission of Petitioning Local Web site

As soon as the Formal Petition has been accepted by the Executive Committee, the petitioning local 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 petitioning local. 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 petitioning local's request for a Sigma Chi charter.

P. Vote of Undergraduate and Alumni Chapters (ECR 4.03-h)

1. *Voting Procedure.* If the vote on the petitioning local will be at the Grand Chapter (held during June of every odd-numbered year), the e-mail must be sent to all eligible active and

alumni chapters, with the link to the petitioning local's Web site, not less than 30 days prior to the opening of the Grand Chapter. If the vote on the petitioning local is at any other time, then the active and alumni chapters will again receive an e-mail directing them to the petitioning local's Web site and how the chapter can submit their vote at SIGMACHI.ORG. The active and alumni chapters will have 30 days to submit their vote.

2. *Votes Required.* The charter of the new active chapter shall require the approval of not less than 75 percent of the voting undergraduate and alumni chapters. Each chapter in good standing shall be entitled to one vote.

Q. Installation Procedures

Only upon completion of a favorable vote by the Sigma Chi undergraduate and alumni chapters may the Grand Consul, in conjunction with the Executive Secretary and Grand Praetor, submit a proposed installation date to the Executive Committee. The proposed date must allow 30 days from completion of undergraduate and alumni vote to ensure proper preparation. 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 Secretary will assign the director of expansion to serve as the installation director.

R. Facilities Inspection

The director of expansion will make an evaluation of the installation facilities and the petitioning local. At this time, the director of expansion will make arrangements for the Installation Week, installation ceremonies and the installation banquet. The director of expansion may recommend a delay in the installation date to the chief installing officer if appropriate facilities cannot be secured or if the local no longer meets the petitioning requirements, or has deceived the Executive Committee during its development.

S. Preparation for the Installation Program

When the installation date has been finalized, the petitioning local 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 petitioning local shall coordinate the completion of the installation banquet program with the installation director. It is the responsibility of the petitioning local to pay for the installation banquet program.

T. General Fraternity Forms and Fees

1. *Pledge Forms and Fees.* At least one month prior to the installation date, each undergraduate and alumni member of the petitioning local shall complete a pledge form (Form 400A) and pledge class form (Form 400B), available online at www.sigma-chi.net/_pledgeform. The appropriate fees must accompany the submission of the forms. The appropriate fee is determined by multiplying the amount of the current Sigma Chi pledge fee by the number of pledges. To be eligible for Initiation, a member must be current in all financial obligations to the petitioning local 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 two weeks prior to the proposed installation ceremony, the Magister of the petitioning local is responsible for completing the Request for Initiation (Form 400C), available online at www.sigma-chi.net/_pledgeform. This report must include the names of all petitioning local 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 petitioning local shall submit to the installation director the amount of \$4,500 as payment for the Ritualistic paraphernalia and installation costs. The Ritualistic paraphernalia used for the installation ceremonies shall be the property of the newly installed Sigma Chi chapter.

U. I-week

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

V. 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 petitioning local shall be members of the Sigma Chi Fraternity and the petitioning local shall become an active chapter of Sigma Chi.

W. 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.

X. 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.

Y. Post Installation Support

In the first year after installation, the chapter will receive two visits from Headquarters. One of these visits will occur during the next I-week, and the other will occur after elections so that a proper officer transition can be facilitated. This visit will also be a continuation of Post Initiation Training. During this year, the chapter will be expected to submit quarterly progress reports to the director of expansion.

Z. 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 on-site 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.

Please contact the director of expansion for further details.

Sigma Chi Fraternity

Reactivation Procedures and Guidelines

A Note About the Text

The reactivation procedures—that is, the procedures with which to reactivate a defunct or suspended chapter—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 found on page 62 of this manual. 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 on page 62.

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 rechartering 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 four years have passed, whichever comes first.
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 director of expansion, the committee shall consider the desirability of re-establishing 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.

B. Alumni Commission

When the Executive Committee approves the return to an institution where a chapter's charter has been suspended, the Grand Praetor shall appoint an alumni commission composed of local alumni to assist in the process. The Grand Praetor will appoint a chairman of the alumni commission, chapter advisor, faculty advisor and any other advisors he deems fit to serve.

C. Reactivation Group Status

A reactivation group shall be considered any group of persons established for the sole purpose of submitting a Declaration of Intent to the Sigma Chi Fraternity. Prior to placement on the interest group list, the interest group must have the approval of the Executive Committee and there must not be more than eight reactivation groups or interest groups involved in various stages of the reactivation/petitioning process. The interest group must also consist of students, in good standing, at an institution designated as a preferred college or university. (See Part A, Petitioning Procedures.)

Other differences

Reactivation groups are not required to submit a Petitioning Brochure, appear in *The Bulletin*, or pass a vote of undergraduate chapters. Therefore, sections P, Q, and R. of the Expansion Policies and Procedures are omitted from the Reactivation Procedures and Guidelines. The remaining sections in the Reactivation Procedures and Guidelines are re-lettered accordingly.

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 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 Brothers personal responsibility to carryout 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.

L. Wayne Tucker – Grand Quaestor

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 Chi's, 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 \$2,500.00 will only be done with the written approval of the Executive Secretary, 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 can not 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

Updated as of August 24, 2005

INTRODUCTION

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 time away from family and business matters to perform services on behalf of the Fraternity is a significant commitment. Those efforts could never be fully compensated for financially. It is our desire to try and 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.

L. Wayne Tucker – Grand Quaestor

GUIDELINES

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 a meeting of the Grand Council.

Pursuant to the governing laws (Statute 4.16), the Grand Quaestor must approve all expense reimbursement requests or he may empower the Executive Secretary 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. 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 authorized travel agency 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 their respective participants and to maintain overall expenditures within their allocated budget.

TRAVEL INSURANCE

Whenever a member of the Grand Council travels on Fraternity business, life insurance of \$200,000 per person is carried in the event of accidental death while on Fraternity business.

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.

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.

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.

EXECUTIVE COMMITTEE

The Executive Committee's travel budget is for travel to Executive Committee meetings only, and is determined with anticipation that one or two 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 \$250 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.

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 Secretary 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 Managing Director of Undergraduate Services 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 Secretary. 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 Chis 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

1. When calculating the eight weeks, do not include 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.)

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 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 PERSONAL 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@sigmachicago.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@sigmachicago.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

The following document is intended to further define the relationship between the Sigma Chi Fraternity as an international entity and your chapter, as a local organization. This Relationship Statement should be reviewed and adopted by the chapter at a regular meeting. The minutes of this chapter meeting should be filed in the chapter's files and a copy should be sent to the International Headquarters.

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 the meaning and non-meaning of each **Chapter's** charter and power to initiate members into **The Fraternity**; the scope and responsibility 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 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 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. 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** bylaws 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 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 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 virtually every aspect 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, recommended 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 recommendations 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 and recommendations 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, recommendations 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 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 Illinois non-profit corporation 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 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 responsibility to avoid these violations is The Chapter's and each of its members.

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 a 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 Grand Council meeting. The delegates vote in their representative capacity to select national officers, enact legislation, and approve amendments to the constitution and bylaws. The services and benefits of The Fraternity are provided 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, 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 and federal rules or regulations by a school or suits by purveyors 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, suggestions and recommendations to **The Chapter** in response to such problems, but the responsibility and decision 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 recommendations, 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 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 **The Chapter**. The assistance **The Fraternity** offers in solving **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 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 that The Chapter complies 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 recommendations 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 agency, 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 bail or 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 64 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.
10. 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 65 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.

NIC Standards

Included in the NIC Bylaws is a section devoted to standards of expectation. Membership in the NIC requires each member organization to pursue compliance to these standards at each individual chapter for the betterment of the entire fraternal community. The Governing Laws of the Sigma Chi Fraternity reflect a commitment to these standards.

Constitution of the North-American Interfraternity Conference

(REVISED APRIL 26, 2004)

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 President 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 President and a Vice President 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 President and a Vice President 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 President. 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 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 a Director or Vice President between the Annual Meeting, such vacancy shall be filled by a majority vote of the remaining Directors, and the person thus chosen shall serve only until the next regularly assembled Annual Meeting at which time a successor to the deceased or resigned Director shall be elected to fill the remainder, if any, of his expired term. 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 Executive Vice President and CEO (Chief Executive Officer). A Director chosen to fill an unexpired term may be elected for full terms following the Completion of the incomplete term.

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 Executive Vice President and CEO.

ARTICLE VI. Officers. The House of Delegates shall elect a President and a Vice President who shall serve a term of one year. In the event of a vacancy in the position of President, the Vice President shall assume the duties of President until the next Annual Meeting. The Executive Vice President 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, plus the most immediate Past-President willing and able to serve as Chair. The selection of the at-large members shall be on a rotational basis from a list of member fraternities arranged in alphabetical order by the English alphabet. The at-large members shall serve a one-year term, and will be named by their respective fraternities. The Nominating Committee shall select nominations for and prepare and present for election, by the House of Delegates, to the Board of Directors a slate of nominees to fill all available Board positions, including the Directors being nominated for the positions of President and Vice President. 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 Executive Vice President 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 Executive Vice President. 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 3.4. Other Committees. The Board of Directors or the Executive Vice 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 1/2 %) 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.

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."

Bylaws of the North-American Interfraternity Conference

Section 1: Membership Requirements

- a) **Fraternity Membership:** To be eligible for membership in the North-American Interfraternity Conference (NIC), 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 bylaws.
 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.
- b) **Associate Membership:** To be eligible for Associate Membership, the member must:
1. Be 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.
 2. Election to associate membership shall be by majority vote of the board of directors.
 3. The board of directors shall fix dues, and establish and publish rules and procedures pertaining to associate membership in the NIC.

Section 2: Standards

Nothing in the NIC Standards should be interpreted in any way as implying that an NIC member organization has a duty or an ability to supervise or control collegiate students or chapters associated with it. The NIC and its member organizations recognize that, by definition, its member organizations are based upon fraternal, not parental, relationships, and that the member organizations do not have the ability to monitor or control the activities of respective chapters, or collegiate students associated with a chapter.

1. The following data, covering the preceding academic year, will be reported to the NIC Headquarters by Nov. 1 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)
- 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 donated
- 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 Sept. 1, 2004)
- Member organizations are insured with liability coverage (implemented no later than Sept. 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 Sept. 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 Sept. 1, 2005)
- The associate/pledge/new member program shall last no longer than 12 weeks and encourages a program lasting less than 12 weeks. (implemented no later than Sept. 1, 2005)
- Fraternity chapter women's auxiliary groups (i.e. little sisters) are not allowed (implemented no later than Sept. 1, 2004)
- Risk management policies that address alcohol use, fire safety, hazing, and sexual assault/abuse (implemented no later than Sept. 1, 2004)
- Alcohol free at all rush/recruitment activities including formal, informal and summer/break recruitment activities (implemented no later than Sept. 1, 2004)
- Alcohol free pledge/associate/new member programs (implemented no later than Sept. 1, 2004)
- Language allowing for immediate chapter emergency, temporary suspension by individual fraternity (implemented no later than Sept. 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 Sept. 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 and ethics. (implemented no later than Sept. 1, 2004)

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:
 - a. Campus, all men's Greek system and chapter GPA by semester/quarter
 - b. Total number of men who pledged all chapters in an academic year
 - c. Total number of men who initiated all chapters in an academic year
 - d. Percentage of fraternity men compared to total number of all men on campus
 - e. Total number of chapters closed/opened in an academic year
 - f. Total number of Greek-life full-time professionals on each 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 bylaws, 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 bylaws, 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.

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.

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 NIC of such acceptance, identifying the local chapter and the institution with which it is related. Upon receipt by the NIC 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 NIC shall begin Sept. 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 bylaws relating to membership in the NIC, 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 bylaws 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.

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 forms 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.

Statement of Position on SIGMACHI.ORG

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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 or by phone to the Marketing Communications staff at (847) 869-3655.

Awards and Scholarships

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A W A R D S A N D S C H O L A R S H I P S

Awards

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.

UNDERGRADUATE AWARDS

International Balfour Award

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 current academic year.
- Complete the application and submit it to your Grand Praetor by the first week of February. 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 end of February. Province nominees must immediately begin to prepare their nominating brochures. Requirements for the brochure follow on page 114. The completed brochure is due to the director of undergraduate services, at Headquarters by the middle of March.
- 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 March, either to the nominee or directly to the awards secretary at Headquarters.

- Obtain photos, which can be either black and white or color, but should be a clear, sharp, head and shoulders photo at least 4”x 5” in size.
- Complete a nominating brochure. The guidelines follow. Submit it either to your Grand Praetor or directly to the awards secretary at Headquarters no later than the middle of March 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. It must be bound in a lightweight, flexible cardboard binder, not exceeding eight ounces in weight.
3. Pages are not to be enclosed in plastic.
4. All letters in the brochure should be addressed to the Balfour awards selection committee.
 - **Cover:** In the upper center: name of candidate, International Balfour award nominee of (chapter name) chapter; name of province. Use full names. No other wording, please.
 - **Page 1:** One head and shoulders photograph, attached lightly to the page using no paperclips or staples
 - **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:** Grand Praetor’s letter
 - **Page 8:** Letter of recommendation from chapter advisor
 - **Pages 9, 10:** One or two other letters of recommendation

PETERSON SIGNIFICANT CHAPTER AWARD

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 and chapter house occupancy, 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.

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 applications are graded against a 55 point scale; to win a Peterson, a chapter's application must score at least 50 points. 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. By reading through the criteria, you will find out how many points each section of the application is worth. This knowledge will be useful to you in planning chapter events and in determining how much time to spend on each section of the application.

The actual Peterson Award application must be included with each chapter's submission. This application should be filled out completely, and then positioned at the front of your submission. You can print a copy of the application, which is available at SIGMACHI.ORG.

Guidelines

Your application, when completed, 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.

- **Deadlines:** Each application must be submitted to your Grand Praetor by May 10. Your Grand Praetor, in turn, must forward applications from his province to Headquarters, care of the Foundation Awards Committee, no later than May 31.
- **Scoring:** Chapters must receive at least 50 out of a possible 55 points to win the award.
- **Signatures:** Each application must be signed by your chapter's Consul. These signatures are not grounds for a recommendation, but rather certify the accuracy of the information provided. Recommendations by the Grand Praetor, chapter advisor and Greek advisor are strongly encouraged and will be given consideration.
- **Validity of material:** Information furnished must be current as of, and should be compiled through, April 30.

(CONTINUED ON NEXT PAGE)

- **Format guidelines:** Your completed application should consist of standard, 8.5" x 11" plain white paper, bound in a three ring binder. The cover should indicate your chapter name and college or university, and the binder's spine should be labeled with similar information. In addition, please use tabs to separate the various sections of the application. Do not use plastic to cover the individual pages of your application.

The more succinct and concise your application is, the more apt it is to get read and viewed as authentic. Instead of spending hours on elaborate decoration and formatting, put more time into the content of the application itself. Make sure the events you are describing are as good as the descriptions.

- **Ritual and policy violations:** Violations of the Statement of Position Concerning Pledge Training and the Ritual, or violations of the Sigma Chi or Risk Management Foundation alcohol policies (if applicable), will be grounds for disqualification. Note, however, that disciplinary action taken against a chapter by the Fraternity for other reasons does not automatically invalidate an application.
- **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 will 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.
- **Returning applications:** Because of the high cost of shipping dozens of Peterson applications, the Headquarters will return applications at the Balfour Leadership Training Workshop.

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

Review

Peterson applications are reviewed by the Foundation Awards Committee, which consists of the Educational Advisor to the Foundation, a past Grand Praetor and an alumnus-at-large. The director of chapter development serves as the non-voting, recording secretary.

Applications are due to your Grand Praetor on May 10. The Grand Praetor, in turn, will send the applications from his province to Headquarters, care of the Foundation Awards Committee, by May 31. The Foundation Awards Committee will then meet before July 1 to review the applications and determine the winners. Winning applicants will receive the Peterson plaque at the Balfour Leadership Training Workshop.

Chapters who submitted an application will receive a breakdown of how their application scored. Questions, comments, or appeals concerning this application report should be sent in writing to Headquarters, care of director of chapter development, by October 15. 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 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 the director of chapter development at 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. Please see the guidelines on page 115 for information about applying.

The James F. Bash Significant Improvement Awarded, 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 25 percent in the score ascribed to a Peterson Significant Chapter Award application from one year to the next.

LEGION OF HONOR AWARD

The winner of this award is chosen from the Peterson Significant Chapter Award applicants. Please see the guidelines on page 115 for information about applying.

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

The winner of this award is chosen from the Peterson Significant Chapter Award applicants. Please see the guidelines on page 115 for information about applying.

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

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 RISK MANAGEMENT FOUNDATION AWARD

The Risk Management Foundation Award, sponsored annually by the Risk Management Foundation, is awarded to the chapter who best exemplifies risk management at the undergraduate level. The award committee will determine award amounts, up to \$10,000, based upon the chapter's proposal outlining their intended purpose for using the funds. These grants are to be used for educational purposes. The grant can be used for a scholarship fund, the interest of which can be awarded to the risk manager, to fund educational programs related to risk management, or to fund necessary safety-related repairs to the physical property of a chapter house. 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.

Guidelines

Your application, when completed, should conform to 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. Any application which does not follow each of these requirements may be ineligible to receive the award.

- **Deadlines:** Each application must be submitted to the Risk Management Foundation Award Committee, care of Headquarters, concurrent with the deadline for the Peterson Award.
- **Signatures:** Each application must be signed by your chapter Consul, Grand Trustee and house corporation president. These signatures do not serve as a recommendation, but rather certify the accuracy of the information provided. Recommendations by the Grand Trustee, house corporation president, chapter/alumni advisor and Greek advisor are required for eligibility.
- **Validity of Material:** Information furnished must be current as of, and should be compiled through, Feb. 28 of the academic year. Our expectation is that the second semester of the previous year and first semester of the current academic year will be documented.
- **Format Guidelines:** Your completed application should be typed on standard 8.5" x 11" plain white paper. The cover should indicate your chapter name and college or university. Please use tabs to separate the various sections of the application. The more succinct and concise your application, the more apt it is to be viewed as authentic. Instead of spending hours on elaborate decoration and formatting, focus time on the content of the application itself.

- **Accuracy and Completeness:** Applications should contain accurate and complete information. Although incomplete applications will be reviewed, you are drastically reducing your chances to win the award. The discovery of inaccurate or false information will result in disqualification.

Review

RMF Award applications are reviewed by the Risk Management Foundation's award committee. Applications are due to Headquarters, care of the Risk Management Foundation concurrent with the deadline for the Peterson Significant Chapter Award. The RMF Awards Committee will then meet before July 1, to review the applications and determine the winners. The winning applicant will receive a grant up to \$10,000 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.

Applications can be obtained from the Risk Management Foundation, (847)869-3655, and on the Fraternity's Web site, SIGMACHI.ORG.

ALUMNI AWARDS

WILLIAM T. BRINGHAM SR. BEST HOUSE CORPORATION OFFICER AWARD

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. LECLERG OUTSTANDING CHAPTER ADVISOR AWARD

Deadline: March 1

Created in 1972, the Erwin L. LeClerg Outstanding Chapter Advisor Award annually recognizes the most outstanding chapter advisor(s) in the Fraternity. The award is named for Erwin L. LeClerg, **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-system advisor or other university official.
- Include your name, chapter, telephone number and e-mail address

Send to: LeClerg Award
Sigma Chi Headquarters
P.O. Box 469
Evanston, IL 60204-0469

JAY E. MINTON BEST ALUMNI CHAPTER OFFICER AWARD

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. HENRI STEGEMEIER FACULTY ADVISOR AWARDS

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 SIGMACHI.ORG, to find information on the application process.

An application for the Stegemeier Award can be obtained by contacting the director of education at Headquarters, (847) 869-3655.

ALUMNI CHAPTER EXCELLENCE AWARD

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 chapter 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

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

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

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 – May 31 of each year. To be considered for the Montgomery Award, send copies of newsletters to Headquarters.

ORDER OF CONSTANTINE

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

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 Council or 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.

SEMI-CENTURY SIG AWARD

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

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 2005-07 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, 2005.

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 June 2005 Grand Chapter. Three Sigma Chi alumni 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 and personality.

What to include in the brochure

1. The brochure should be 8 1/2" X 11 1/2"
2. It should include one good print of her senior year (college) portrait for potential use in Sigma Chi publications and Grand Chapter presentations.
3. It should weigh no more than 12 ounces.

The brochure should set forth the woman's:

- a. background
- b. accomplishments
- c. academic record
- d. activities
- e. honors
- f. reasons why the chapter has nominated her.

Please include her class year at time of nomination and her campus and summer addresses and phone numbers.

Send to: Sweetheart Selection Committee
Sigma Chi Headquarters
P.O. Box 469
Evanston, IL 60204-0469

GRAND CONSUL'S CITATIONS

Grand Consul's Citations are presented to active or alumni members who perform outstanding service to the Fraternity or a chapter, or to designated non-members in special circumstances. The Grand Consul selects the recipients, who receive certificates to acknowledge their honor.

CHARACTER-IN-ACTION 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 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.

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 www.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.

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 www.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 for specifics on how to apply. It is available at www.sigmachi.org. Visit the Foundation section of the site, then 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

Deadline: May 1

The Order of the Scroll Award annually honors one undergraduate from each of our chapters who is nominated by his chaptermates 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.

MURRAY McCOMAS SCHOLARSHIP

Conceived in 1994, and established through a gift to the Sigma Chi Foundation by Jon Huntsman, **Pennsylvania 1959**, and Jon Huntsman, Jr., **Utah 1983**, in recognition of the service of 58th Grand Consul Murray McComas, **Pennsylvania 1958**, the McComas Scholars Program affords deserving undergraduate brothers from chapters firmly committed to our Fraternity's mission and vision the opportunity to experience Balfour Leadership Training Workshop. (Criteria on next page)

Criteria for the award

- The chapter must be in good standing with forms and fees (including payment plans) owed to the Fraternity.
- Any delegation larger than four men must include one brother from the sophomore class.
- Consideration will be granted to those chapters with limited financial resources, which must be verified by the chapter's Grand Praetor or Chapter Advisor.
- Previous recipients of the McComas Scholarship must show how their chapter benefited as a result of the award.
- In order for a chapter to receive the McComas scholarship check (presented at the conclusion of Workshop), the chapter's entire delegation must attend all sessions of the Workshop. The McComas selection committee will use the same criteria as used for the travel reimbursement stipend to determine the chapter's eligibility.

Applications are reviewed in early June and chapters are notified in writing regarding the outcome by the end of June. McComas Scholars chapters that fulfill the attendance requirements will receive a check at the conclusion of Workshop to help offset the cost of registration and/or travel. Please note that the chapter must pay for all attendees at the time of registration.

NOTES

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RESOURCES

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 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, 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 associate 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 associate 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 associate 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 associate director of accountability will contact the CAMAC to notify them of the request. The CAMAC will review the appeal and decide upon its merit. 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 associate director of accountability, and Grand Praetor of the decision within seven days.
- C. Following the notification, all brothers involved will have 15 days to present new evidence to the associate 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 at [www.sigmachi.org /Form 51](http://www.sigmachi.org/Form51)

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 Chapter Development (associate 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 associate director of 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 associate director of 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 associate director of accountability sends a letter to the suspended brother informing him of the rights accorded him under Statute 7.02.
- B. The Headquarters updates 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 [www.sigmachi.org /Form 50](http://www.sigmachi.org/Form%2050)

Headquarters Staff

Contact Information

By mail:
1714 Hinman Avenue
PO Box 469
Evanston, Illinois 60204-0469

Phone: (847) 869-3655

Fax: (847) 869-4906

Online: SIGMACHI.ORG

Please refer to the Headquarters contact list located at the Fraternity's Web site for the most up-to-date information: www.sigmachi.org

General e-mail accounts:

Accounts Receivable	accountsreceivable@sigmachi.org
All address changes	addresschange@sigmachi.org
Alumni Training	alumnitraining@sigmachi.org
Balfour LTW	bltw@sigmachi.org
Chapter Editor submissions	magazine@sigmachi.org
Chapter Eternal	magazine@sigmachi.org
General	headquarters@sigmachi.org
Grand Chapter	grand.chapter@sigmachi.org
Grand Council	grand.council@sigmachi.org
Leadership Scholarship	leadershipscholarship@sigmachi.org
Life Loyal Sig	lifeloyalsig@sigmachi.org
<i>The Magazine of Sigma Chi</i> -content	editor@sigmachi.org
Marketing	marketing@sigmachi.org
Norman Shield	normanshield@sigmachi.org
Online Development	onlinedevelopment@sigmachi.org
Recruiter Team	recruiter.team@sigmachi.org
SigFest	sigfest@sigmachi.org
Alumni Services	alumni@sigmachi.org
SigNetwork	signetwork@sigmachi.org

Individual e-mail inquiries: firstname.lastname@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. 5.10:

“Beginning July 1 2005, 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 April 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 April 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 April 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.”

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.

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 the chapter's printed periodicals and materials, including a reasonably frequent 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 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 to ensure 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 effect such 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 to 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 Fraternity.
- Maintain liaison 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 Secretary.
- 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, 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.
- Suspend and expel financially delinquent members.
- 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, and not only 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.

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 \$60 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

At the beginning of each semester, the director of online development will send each Consul a chapter username and password. The director will send each Grand Praetor a personal username and password, along with the usernames and passwords for the chapters in his province. Contact the director of online development with questions or concerns about usernames and passwords.

Step One (400A)

1. Magister copies or prints a paper version of the 400A for each pledge, which are available at SIGMACHI.ORG under the Resources section.
2. Each pledge completes and signs his 400A.
3. Magister logs on to www.sigma-chi.net/_pledgeform.
4. Magister enters chapter username and password.
5. Magister completes one online Pledge Form (400A) for each pledge. Once all pledges are entered, the online system will generate a Pledge Class Form (400B) by clicking the refresh/reload button on your Web browser.
6. Magister saves paper copies for his records.

Step Two (400B)

1. Magister submits the online 400A and 400B, which are forwarded to the Grand Praetor for approval.
2. Magister sends a check for \$60 per pledge to Headquarters, P.O. Box 469, Evanston, Illinois, 60204-0469.

3. Magister contacts Headquarters to order pledge pins and *Norman Shields*. **
4. Grand Praetor verifies all information is accurate and consistent on the 400A and 400B.
5. Grand Praetor prints a copy of the forms for his files.
6. Grand Praetor submits the 400A and 400B to Headquarters by pressing the “submit” button.

Step Three (400C)

Complete at least 21 days prior to Initiation

1. Magister logs on to www.sigma-chi.net/_pledgeform to access the 400C, which was automatically generated when the Grand Praetor approved the 400B.
2. Magister enters the appropriate label for each person on the 400C: candidate, pledge or de-pledged.
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 \$150 per candidate to Headquarters, P.O. Box 469, Evanston, Illinois, 60204-0469.

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.

** Contact: Order Processing
(847) 869-3655 ext. 200

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.

If for any reason you do not approve of the Initiation, notify the chapter to suspend Initiation procedures immediately. Then, notify Headquarters of your decision.

Hazing Hotline Number: 1-847-425-4500

This is confidential 24 hour hotline designed for people to report acts hazing in Sigma Chi Fraternity undergraduate chapters

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, Cornerstone regional coordinator), 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 and have first aid and fire prevention supplies available in a known, 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.

POST-CRISIS (LEARN FROM THE SITUATION)

- Visit with the injured people. Show care and compassion for the victims.
- Check in with the police officers involved with the case. It is important to develop a professional and respectful relationship with the authorities. Offer your support and cooperation. Ensure them that you are willing to comply with anything they need and that you are taking the proper steps in managing the crisis. Obtain a copy of the police report to add to your records. Give them a list of your witnesses and use them as a resource for any contact information you might need.
- Provide follow-up news releases to the media, outlining what the chapter has done and how the situation is improving.
- Document, study and learn from the situation. Have a chapter meeting discussing the crisis and what was proper (and/or improper) about how the chapter handled it. Although you hope that you will not have to use the plan again anytime soon, it is vital to always know how to properly deal with a crisis.

Adapted from the Spring 2002 RISKWATCH issue, "Be Prepared, Be Calm, Learn From The Situation."

SAMPLE EMERGENCY CONTACT LIST

Chapter advisor

House corporation president

Grand Praetor

Grand Trustee

Sigma Chi Headquarters

Cornerstone Regional Coordinator

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, 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 as otherwise allowed by the Governing Laws. [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 a majority 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]

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 Elections Procedures 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 Secretary), Parliamentarian (appointed by the Grand Consul), Assistant Annotators (normally HQ 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 as adopted by the Executive Committee and 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:

- Grand Consul
- Grand Pro Consul
- Grand Quaestor
- Grand Historian
- Grand Tribune
- Grand Trustees

Grand Praetor (in the following order):

- | | |
|---------------------------|---------------------------------|
| 1. Alabama | 24. Northern Texas |
| 2. Central Illinois | 25. Northwestern |
| 3. Central Pennsylvania | 26. Northwestern New York |
| 4. Central Texas | 27. Oklahoma/Arkansas |
| 5. East Michigan | 28. Ontario/Quebec |
| 6. East Tennessee | 29. Rocky Mountain |
| 7. East Texas | 30. South Carolina |
| 8. Eastern | 31. South Florida |
| 9. Eastern NY/Connecticut | 32. Southern |
| 10. Eastern Virginia | 33. Southern California |
| 11. Georgia | 34. Southern Indiana |
| 12. Kansas/Nebraska | 35. Southern Missouri |
| 13. Kentucky | 36. Southern Ohio |
| 14. Los Angeles Coastal | 37. Southwestern |
| 15. Mid Atlantic | 38. The Big Sky |
| 16. North Atlantic | 39. Utah/Nevada |
| 17. North Carolina | 40. West Michigan |
| 18. North Central | 41. West Tennessee |
| 19. North Florida | 42. West Virginia/Western Penn. |
| 20. Northern California | 43. Western Virginia |
| 21. Northern Indiana | 44. Wisconsin/Northern Illinois |
| 22. Northern Missouri | |
| 23. Northern Ohio | |

Alumni Member-at-Large of the Executive Committee
Grand Praetor Member of the Executive Committee
Grand Trustee Member of the Executive Committee
Undergraduate Members-at-Large of the Executive Committee

WORTHY GRAND CONSUL, We move the adoption of the report of the Committee on Rules and Permanent Organization and Procedures.

Respectfully submitted,

Chairman
Committee on Rules, Permanent Organization and Procedures

ELECTION PROCEDURES FOR GRAND CHAPTER

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 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 conditions or personal circumstance exists which would render the candidate unfit for office; and d) the candidate positively reaffirms his desire to continue to seek the office to which he has been proposed for nomination, and will fulfill the statutory requirements of that office; the committee shall find him “Qualified”. If any of the above criteria are not met, the committee shall enter a finding of “No Opinion” and so inform the candidate prior to announcement of the finding 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 of a deadlock of a Province Caucus and as provided below), 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/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 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.
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 candidate’s 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,

appointed by the Nominating Committee 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, 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 more than fifty (50%) percent of the votes cast, those Grand Trustees who receive more than fifty (50%) percent shall be seated and any seats remaining to be filled will be filled by a runoff election between all remaining candidates.
12. In all elections, in order to be elected, a candidate must receive a majority of the votes cast 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 every possible effort to mediate the issue within a Province Caucus. If there are two or more chapters, alumni or undergraduate, from the province present at the Grand Chapter, and a majority of the chapters present support one candidate, only that candidate's name will be reported from the Nominating Committee. Provided two or more chapters from the Province are present, a candidate for Grand Praetor who does not have the support of the majority of the Province in a contested election must be nominated from the floor. If two or more chapters are not present, any candidate who has received a prior proper written nomination must be presented from the Nominating Committee.
14. Vote totals will be announced only to the actual candidates in any election. Immediately after each vote, each candidate 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 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.

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 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.

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 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 Aug. 31, return is due Jan. 15). To be on the safe side, an accountant should review the form before filing.

If the gross receipts of the chapter are not more than \$25,000, you do not have to file Form 990 with the IRS. 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.

3. 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 2006, a tax rate of 7.65 percent is imposed on employers and employees on wages through \$94,200 (6.2 percent for Social Security and 1.45 percent for Medicare). Above \$94,200 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

Generally, you must deposit withheld income tax, and employer and employee FICA taxes, with an authorized financial institution (a federal reserve bank). Include a Federal Tax Deposit coupon (Form 8109) with each deposit. The amount of taxes determines the frequency of deposits. The rules below explain how often to deposit taxes.

1. *Less than \$500 at end of quarter*: If, at the end of the quarter, your total undeposited taxes are less than \$500, you are not required to deposit the taxes. You can pay the taxes to the IRS with Form 941 (explained below) or you may deposit them by the end of the next month.
2. *\$500 or more at end of quarter* (and less than \$50,000 for the four-quarter look back period): If your total undeposited taxes are \$500 or more, deposit the taxes by the 15th of the next month.

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 31% 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.

Canada

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's Licensed Vendors

Many excellent products are available through Sigma Chi's licensed vendors, listed below. For questions about specific products, contact the vendor. For questions about the licensing program in general, contact the marketing communications department at Headquarters, (847) 869-3655.

For the most current list of licensed vendors, visit www.sigmachi.org.

To get a quote from our licensed vendors on a particular item, visit www.greeklicensing.com, which has teamed up with officially licensed vendors to bring you unprecedented access to high-quality custom products for your next chapter function or event.

Thank you for your support of the Sigma Chi licensing program and for helping to protect our public image.

(919) 380-9746	2Thumbs Entertainment, Inc.
(877) 382-2934	8 x TEN
(800) 568-2820	A & A Graphx Active Wear
(866) 865-2522	A Greek Concept
(888) 257-6791	A.C.T. Awards & Advertising Specialties
(866) 687-9902	Academic Ink
(877) 247-4854	ACustomTShirt4U.com
(919) 286-7110	Ad Spice
(800) 368-0701	Adventures in Advertising PROMOWORLD
(800) 598-4050	Affinity Connection, Inc.
(800) 725-4807	Alexandra & Company
(888) 282-6966	Allen Ross Photography
(800) 233-6133	Americana Art China Company
(800) 368-1092	Angelus Pacific Company
(800) 949-1179	Art F/X Screen Printing and Embroidery
(800) 542-8648	Artcarved
(918) 583-9555	Artifact Lighting, a division of Petroleum Artifacts, LTD.
(212) 621-6000	ASCAP/MPL Communications, Inc.
(866) 245-5499	Automated Payment Highway, Inc.
(800) 437-0355	Avis
(877) 368-7923	Baby Greek, Inc.
(800) 542-8648	Balfour College Ring Division
(800) 522-9416	Banner Galaxy
(800) 360-3346 ext. 645	Barrington Group
(800) 663-4688	Bev Key Inc.
(800) 536-1435	BlueCotton
(877) 789-2327	Build-A-Bear Retail Management and its affiliates
(800) 603-9336	C. Boyden Designs
(800) 324-1268	C.C. Creations
(800) 941-6716	C.D.I. Corporation
(800) 274-7335	Campus Classics, Inc.
(866) 488-9327	Campus Emporium / The Greek Empo
(636) 928-6000	Caps 4 a Cause
(972) 407-8330	Carl Endeavors, Inc.

VENDORS

(888) 270-0757	Chapter Communications
(870) 236-3559	Child Art Studio
(800) 258-2847	Choice Hotels International, Inc.
(914) 345-6114	Christopher Radko
(203) 730-1535	Church Hill Classics
(800) 737-0337	Classband Spirit Rings, dba Totem Products LLC
(866) 922-4834	Collegiate Funding Services, LLC
(866) 935-2648	CoolCupsandStuff, Inc.
(847) 571-8517	Courage Communications
(800) 992-2196	COVERDELL & COMPANY
(800) 251-1014	Craftique Mfg Co.
(877) 477-4401	Creation
(800) 293-4232	CustomInk.com
(877) 559-4042	Days Inn
(309) 962-2000	Den Graphix
(800) 594-1206	DesignAShirt.com / GreekTShirts.com
(800) 807-4112	Digital Pix & Composites, LLC / DPCPIX.COM
(330) 518-9880	DRG Retail Group
(800) 833-0292	DUX D'LUX, Inc.
(800) 261-9730	East Coast Apparel
(803) 794-3000	Eat More Tees
(540) 639-9319	Eleven West, Inc.
(866) 800-1900	Explosion Sportswear
(800) 432-8677	Favor-It Promotions, Inc.
(219) 733-2668	Fiber Art
(859) 624-2200	First Gear Custom Sportswear, Inc.
(800) 677-3726	Framing Success, Inc.
(800) 448-9305	Fraternal Composite Services, Inc.
(800) 228-7326 x20	Fraternity Management Group (FMG)
(888) FRAT-ROW	Fraternity Row
(800) 280-9563	Freeze Frame Fotography
(866) Greek4me	GetSomeGreek.com
(800) 741-0031	GHNY
(619) 236-1135	Global Wireless Entertainment, Inc. d.b.a Cellfan
(800) 628-0345	Golden Pacific Systems, Inc.
(256) 766-5760	Goodman Sports
(985) 705-2036	Goodtobegreek
(248) 224-4120	Greek Challenge Coins L.L.C.
(800) 747-1236	Greek Composites by Vantine Imaging
(800) 820-8384	Greek Creations
(713) 667-5602	Greek Essentials & Things
(520) 548-3498	Greek Gifts LLC
(847) 784-9165	Greek Nation L.L.C.
(800) 852-6836	Greek Spirit Wholesale
(971) 222-3069	Greek Station LLC
(877) 724-7335	Greek U
(888) GREEK50	Greek101.com
(800) 457-3816	GreekBill
(866) 6GREEK5	Greekbox.com
(888) 285-3729	GreekClothing.com, LLC
(877) INARUSH	GreekGear.com
866-GREEK-YB	GreekYearbook LLC

(800) 336-4486	GTM Sportswear, Inc.
(503) 393-1950	Hai Ideas Custom Imprinting
(800) 326-6600	Harris Connect, Inc.
(866) 739-LIDS	Hat World / Lids
(800) 909-4686	Healthcare Innovative Products, LLC (HIP)
(800) 837-4235	Herff Jones, Inc.
(800) 375-4066	Hertz
(254) 756-1200	Hole in the Roof Marketing, Inc. / Sticker Universe
(319) 351-4175	Hollywood Graphics
(800) 727-8337	Ink Enterprises, Inc.
(818) 341-3619	Inspire Clothing
(800) 814-9393	INTRAV, Inc.
(334) 566-9965	Jab's Shirt Corner and Sporting Goods
(800) 424-1492	Jostens, Inc.
(404) 745-0503	Just Greek, Inc.
(213) 308-6139	Kapture Industries, LLC
(800) 262-6628	Kessler Financial Services (KFS)
(888) GOKOTIS	Kotis Design
(866) 691-5141	Label Industries
(888) 241-2037	Landmark Publishing, LLC
(800) 542-3728	Legacy Division of Herff Jones, Inc.
(314) 602-2385	Linda Hopson
(859) 266-0065	Logo Xpress
(800) 942-0144	M & K Textiles, Inc.
(601) 483-0796	M'Prints / National Scrubwear
(517) 629-3194	Mascot Sports
(800) 356-6996	McCartney, Inc.
(800) 993-5455	Metropolis Graphics, Inc.
(800) 322-3034	Mill Street Designs
(800) 537-9121	Modern China Co., Inc.
(800) 203-7775	Moonshine Printing Inc.
(800) 257-1274	Mundi-Westport Corporation
(336) 294-6622	MyGarb, Inc.
(800) 628-8234	National Collegiate-Premiere Technologies (Telecom)
(256) 764-7507	Off Campus Bookstore dba Megagreekstore.com
(800) 276-6342	Omega Financial
(713) 662-2576	Osprey Watches
(540) 633-6755	OTGPR, LLC
(336) 570-2922	Paradise Printers, Inc.
(800) 543-0468	Parson-Bishop Services, Inc.
(785) 843-1661	Pennington & Company
(877) 509-5273	PinStation
(866) 335-3255	Ploppin Memories
(800) 547-5063	Potter Manufacturing
(800) 832-5962	Premier Parties Entertainment, Inc.
(800) 644-3066	Prographics Sportswear and Party Favors Inc.
(800) 344-3188	Pure Country, Inc.
(214) 870-2004	Remy Game Tables
(800) ROCHIE 1	Rochie's Originals
(812) 379-2519	SADIE
(888) 553-2926	Saycoin, a division of Saychar, LLC
(800) 658-6626	Scarborough Specialties, Inc.

VENDORS

(979) 260-9891	Screened Images Inc.
(510) 818-1182	Segami Designs / StitchZone
(330) 571-1229	Show Your Style
(877) 503-7415	Signatures
(828) 293-3112	Simply T's
(919) 360-0616	Solid Printwear
(405) 503-9191	Southern Greeks, LLC
(949) 940-0029	Spectra Products Group Corporation
(888) 727-7808	Sportsrug.com
(607) 533-9200	Stewart Howe Alumni Service of New York, LLC.
(703) 278-8202	SuitUp LLC
(800) 659-2824	SunTime - LinksWalker a division of MPDirect, Inc.
(206) 409-7401	SwampFly
(888) 874-4781	T-Shirt 1, Inc.
(800) 839-8847	T.I.S. College Bookstore
(800) 842-5012	te' shurt'
(800) 950-4330	TGI Enterprises, Inc.
(863) 293-3335	The Ancient Greek, Inc.
(952) 854-8350	The College Shop
(800) 723-5656	The Game
(800) 472-3269	The Graphic Cow
(334) 448-0708	The Memory Company
(310) 827-4433	The Olympus Company
(301) 277-3660	The University Shop, Inc.
(800) 922-3088	Thomas P. Gohagan & Company
(865) 525-2830	Threds Inc.
(812) 332-0063	Top It Off
(713) 202-3176	Towel Me About It, LLC
(800) 937-1387	Travel Insurance Services
(302) 733-0259	U.S. Bank
(250) 758-8765	UNeK Graphics
(800) 504-2618	Unique Impressions
(702) 736-9179	University Connection
(800) 819-7087	University Photography
(800) 457-4435	University Publishing Corporation
(800) 733-1736	University Sporting Goods, Inc.
(309) 673-4384	University Sports Shop / Embroidery House
877-PROMOTE	Unlimited Promotions, Inc.
(815) 933-9927	ValueMark
(888) 639-9806	Vantine Imaging
(800) 250-3734	Velocitee / DesignWear
(866) VENDING	Vending.com / National Vending
(425) 577-0201	Versaly Entertainment
(704) 583-4757	Wall Art Custom Framing
(888) 411-2662	Walson Ink
(800) 300-7066	whereverU, Inc.
(800) 768-0889	Winning Streak Sports, LLC
(937) 298-9905	Your Accents
(317) 396-2647	Your Image Works Inc.
(505) 621-4641	Zoinkers

For the most current information on licensed vendors, visit www.sigmachi.org.

Forms

ABOUT FORMS

The forms mentioned below are the actual forms used by the Fraternity. Sigma Chi Headquarters will not process paper versions of the below-mentioned forms. You can directly access online forms on the Web at the links below:

Pledge Forms (400 A, B and C)

http://www.sigma-chi.net/_pledgeform

Submit new pledges and initiates to your Grand Praetor by accessing the pledge form link.*

Roll of Chapter Officers

www.sigma-chi.net/_officerupdate

View and update your chapter officers by going to the officer update online form page.*

Semi-Annual Forms

http://www.sigma-chi.net/_semiannualforms

View and update your chapter's member roster, pledge list, and membership fees by accessing the Semi Annual link.*

Request for Financial Suspension

www.sigmachi.org/Form50

Request for Disciplinary Action

www.sigmachi.org/Form51

The purpose of a Form 51 is to ensure our brotherhood holds one another accountable to Sigma Chi's values. It is a medium through which our chapters and brotherhood may remove those individuals who act contrary to our obligations as members of Sigma Chi.

Expense Reimbursement Form

www.sigmachi.org/ExpenseForm

Pledge Supply Order Form (409)

www.sigmachi.org/PledgeSupplies

Order copies of The Norman Shield and Pledge Pins for your new pledges.

Supply Order Form (503)

www.sigmachi.org/SupplyOrderForm

Order other supplies, such as additional copies of literature, and pins.

Please refer to the Resources Section of this manual for further instructions, or log on to the Web at www.sigmachi.org/OnlineFormsHelp for further assistance.

*****For additional information regarding Sigma Chi online forms, please contact the director of online services at (847) 869-3655.

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Sigma Chi Fraternity 2006-2007 Timeline and Checklist

P.O. Box 469, Evanston, IL, 60201-0469

Phone: (847) 869-3655 Fax: (847) 869-4906

e-mail: headquarters@sigmachi.org

FALL 2006

ITEM	DEADLINE	COMMENTS	WHO'S RESPONSIBLE?
Pledge pin and <i>Norman Shield</i> order	21 days before formal pledging ceremony	Send Form 409 to HQ or call HQ	Magister
Fall pledge class 400As, 400B and fees NOW ONLINE	10 days after formal pledging ceremony	Complete online and send check for \$90/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
Fall pledge class 400C and fees NOW ONLINE	21 days before Initiation	Complete online and send check for \$175/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
Winter issue <i>Magazine</i> article (150 words)	September 15	Copy to Grand Praetor and campus.chronicles@sigmachi.org	Chapter Editor
Chapter RMF contribution	September 15	Send to RMF at HQ	Consul
Designated Driver Grant materials	October 15	Send to RMF at HQ	Consul or Risk Manager
Fall Semi-Annual report and fees NOW ONLINE	October 15	Complete online and send to HQ (Semi annual dues + Leadership Program Fee) www.sigma-chi.net/_semiannualforms	Consul
Chapter bylaws	October 15	Copy to Grand Praetor and HQ	Pro Consul
Chapter budget	October 31	Copy to Grand Praetor and HQ	Quaestor
Roll of Chapter Officers Form 500 NOW ONLINE	(after officer elections) no later than: December 15	Copy to Grand Praetor and HQ www.sigma-chi.net/_officerupdate	Consul
Fall alumni newsletter	December 15	Copy to Grand Praetor and HQ	Chapter Editor/Tribune
List of graduating seniors	December 15	Copy to Grand Praetor and HQ	Consul
Spring issue <i>Magazine</i> article (150 words)	December 15	Copy to Grand Praetor and campus.chronicles@sigmachi.org	Chapter Editor

SPRING 2007

ITEM	DEADLINE	COMMENTS	WHO'S RESPONSIBLE?
Pledge pin and <i>Norman Shield</i> order	21 days before formal pledging ceremony	Send Form 409 to HQ or call HQ	Magister
Winter Pledge Class 400As, 400B, and fees NOW ONLINE	10 days after formal pledging ceremony	Complete online, and send check for \$90/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
Winter Pledge Class 400C and fees NOW ONLINE	21 days before Initiation	Complete online, and send check for \$175/man to HQ. Make copy for chapter: www.sigma-chi.net/_pledgeform	Magister
List of house corporation officers	February 1	Send to HQ	Tribune
Best chapter advisor, alumni chapter officer, houseparent, and house corporation officer award applications	March 1	Send to HQ	Consul
Grand Praetor Award Application deadline	March 1	Send to HQ	Consul
Spring Semi-Annual report and fees NOW ONLINE	March 15	Complete online and send check to HQ (Semi Annual Dues, Membership Fees + Leadership Programs Fee) www.sigma-chi.net/_semiannualforms	Consul
Summer issue <i>Magazine</i> article (150 words)	March 15	Copy to Grand Praetor and HQ	Chapter Editor
Balfour Fellows.	June 15		
General scholarship applications.	April 15	Send to Foundation at HQ	Interested brothers
Fall issue <i>Magazine</i> photo submission	May 1	Send to HQ	Chapter Editor
Roll of Chapter Officers Form 500 NOW ONLINE	May 6 (after officer election)	Copy to Grand Praetor and HQ www.sigma-chi.net/_officerupdate	Consul
Officer summer addresses	May 6	Copy to Grand Praetor and HQ	Tribune
Accreditation report / Peterson application	May 1	Send to Grand Praetor	Consul
McComas Balfour LTW scholarships	May 1	Send to HQ	Consul
List of graduating seniors	May 15	Copy to Grand Praetor and HQ	Consul
Spring Alumni news letter deadline	May 15	Send to HQ	Chapter Editor
Balfour LTW Registration Online	May 30	Check Web site for information	Consul
Accreditation Report / Peterson application Due NOW ONLINE	May 31	Send together to HQ - check www.sigmachi.org for details	Grand Praetor
RMF Award application	May 31	Send to RMF at HQ	Consul or Risk Manager
Ross Award publications,	May 31	Send to HQ	Chapter Editor
P.R. Award application	May 31	Send to HQ	P.R. Chairman

The Sigma Chi Fraternity

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.

Strategic Imperatives

1. Provide members with unprecedented undergraduate leadership development through character-in-action
2. Foster consistent, high-quality undergraduate growth
3. Proactively promote Sigma Chi's 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 to
leadership experience
8. Maximize the Sigma Chi experience through technology