

Constitution of Sigma Nu Fraternity

Article I – Name

The name of this organization shall be Sigma Nu at Iowa State University.

Article II – Purpose

The purpose of Sigma Nu is to foster brotherhood united by the principals of Love, Honor and Truth, promote growth in intelligence, character, integrity, create ethical leaders, encourage involvement in Iowa State University and instill a lifelong sense of duty and belonging. To achieve these goals, the Gamma Sigma Colony will conduct weekly meetings, host philanthropic events, engage in community service, and uphold its educational and leadership programs.

Article III – Statement of Compliance

Sigma Nu abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Sigma Nu agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and Sigma Nu do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Article V – Membership

Section 1: Requirements

- a. Prospective membership shall be open to all male students registered in good standing at Iowa State University.
- b. Prospective members must:
 - Be enrolled and in good standing at Iowa State University.
 - Have a minimum cumulative GPA of 3.00.
- c. Membership expectations for active brothers include:
 - Maintaining good academic and financial standing within the fraternity.
 - Serving on at least one committee.
 - Fulfilling community and philanthropy requirements as set by the Philanthropy Committee or Executive Board.
 - Actively participating in recruitment efforts and upholding the fraternity's values of Love, Honor and Truth.

Section 2: Removal

- a. Grounds for removal include, but are not limited to:
 - Failure to meet academic, financial or disciplinary obligations.
 - Violations of fraternity or university policies, including the use of derogatory language, harassment, or other actions deemed unacceptable.
 - Any conduct that undermines the fraternity's principles or brings dishonor to the organization.
- b. Removal process:
 - Any member in good standing may call for the removal of another member.
 - A formal vote must be taken at a Colony meeting, requiring a majority approval from members in good standing.
 - Prior to the vote, the member facing removal must be notified and given the opportunity to present a defense.
- c. A member removed for disciplinary reasons may appeal the decision through the organization's advisor.

Article VI – Officers

Section 1: Officer Positions and Duties

- a. Commander/President
 - Presides over all Colony meetings and Executive Board meetings.
 - Delegates responsibilities as necessary to ensure the smooth functioning of the Colony.
 - Maintains record of membership in the student organization database.
 - Serve as a Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
 - Maintain contact with the Advisor regarding organization activities and concerns
 - Serve as a role model and leader, embodying the principles of Love, Honor and Truth.
 - Acts as the head delegate of the Inter-Fraternity Council.
 - Represents the colony officially to external organizations and stakeholders.
 - Complete all training as required by Iowa State University policy.
- b. Lieutenant Commander/Vice President
 - Support the Commander, oversee committees and handle executive responsibilities in their absence.
 - Coordinate the completion of the Pursuit of Excellence program.
 - Facilitates meetings for all committee chairmen and manages communication between committees.
 - Reviews and approves committee reports and Colony agendas with the Executive Board.

c. Treasurer

- Chairs the Finance Committee, overseeing budget development and financial planning.
- Collects all dues, fees and funds owed to the Colony.
- Manages the Colony's bank account and keeps accurate records of all transactions.
- Submits financial reports regularly to the Executive Board and membership.
- Provides monthly financial updates to the Colony, including a review of significant transactions.
- Co-signs checks and other financial documents with the Commander or Recorder.
- Reports any overdue member payments and initiates collections as outlined in the bylaws.
- Complete all training as required by Iowa State University policy.
- Provides regular reports on happenings and/or committee meetings to the Lieutenant Commander.

d. Recorder/Secretary

- Maintains written records of all meetings and events, including Executive and general Colony meetings.
- Takes roll at each meeting and maintains an updated roster with contact information.
- Distributes Colony agenda and minutes to all members.
- Serves as the Composite Officer, managing the Colony's historical and visual records in the absence of the Social and Historical Chairmen.
- Coordinates with the Sigma Nu Headquarters to maintain up to date records of membership.
- Assists the Treasurer with co-signing checks and other financial documents.
- Provides regular reports on happenings and/or committee meetings to the Lieutenant Commander.

e. Sentinel/Risk Reduction/Health and Safety Officer

- Chairs the Risk Reduction Committee and enforces the Colony's risk management policies.
- Educates all members on the Sigma Nu Risk Reduction Policy and event guidelines.
- Coordinates with other officers to ensure safety measures are followed at all social events.
- Immediately reports any policy violations to the Commander and, if necessary, suspends events.

Section 2: Elections

- a. Elections will occur annually during the month of November.
- b. Members interested in running for an officer position may nominate themselves or another member no later than seven days before the election date. Each candidate must confirm acceptance of their nomination with the Commander at least 48 hours before the election begins.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d. At the voting meeting, each candidate will have 2 minutes to speak in front of general membership. A five minute period of questioning will follow each candidate's speech, moderated by the Commander. After presenting, candidates will be sequestered until voting concludes.
- e. Voting will be conducted by secret ballot. A simple majority is required to elect a candidate. In case of a tie, an immediate run-off election will be held between the tied candidates, with members voting by secret ballot. If no candidate receives a majority on the first vote, all but the two candidates will be removed from the ballot, and a new vote will occur.
- f. The term of office for all officer positions shall be one year, beginning November and ending November the following year.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a two-thirds vote of the Colony membership present at a general meeting, provided quorum is met.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any Colony member in good standing may initiate the impeachment process by submitting a written request with reasons for removal to the highest-ranking officer not in question for removal.
 - The officers, excluding the officer in question, along with the Advisor, will deliberate on the request in a special meeting.
 - The remaining officers and Advisor must approve the impeachment request by a two-thirds majority vote to advance the removal process to a general membership vote.
 - The officer in question is not permitted to attend the officers' deliberation or vote

- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - The vote for removal will take place at a general meeting, with voting conducted by secret ballot.
 - Members will be notified of the vote at least one week in advance, with details on the reasons for removal.
 - The voting method will be a secret paper ballot or an anonymous virtual form, determined by the officers.
- e. The officer in question must receive a written summary of the reasons for removal at least one week before the vote.
- f. The officer will have the opportunity to address the membership for up to five minutes prior to voting. After speaking, they must leave the room while deliberation and voting occurs.
- g. The officer in question may appeal the results of the vote by submitting a written statement to the Colony Advisor within 72 hours of the decision.
 - The Advisor must respond within ten days with a final decision, and no further appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. If the vacancy is for the Commander position, the order of succession shall be followed as per the Colony bylaws, with the Lieutenant Commander stepping in temporarily until the special election is held.
- c. The special election will follow the same procedures as the annual election process outlined in Colony Bylaws Article VI, including nomination, candidate speeches, and voting by secret ballot.
- d. A quorum of two-thirds of active members in good standing is required for the special election to proceed.
- e. If no candidates are nominated or come forward for the vacant position, the Executive Board, with the Commander's approval, may appoint a general member in good standing to the position.
- f. The appointed member must accept the position formally, and their term will extend until the next regular election cycle.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 3.20. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

Article VII – Advisor

Section 1: Duties

- a. Provide general oversight to the Gamma Sigma Colony.
- b. Ensure the Colony complies with Iowa State University standards, policies, and regulations, including those set forth by Student Engagement.
- c. Attend executive and general colony meetings when possible.
- d. Maintain regular communication with university administration.
- e. Support the leadership development of Colony officers and assist with guidance in their roles.

Section 2: Terms of Service

The Advisors shall be a volunteer position and will be selected on a need basis and if able by vote of the Gamma Sigma Alumni Chapter.

Section 3: Impeachment/Removal

Impeachment proceedings for the Advisors shall follow the same format as Officer impeachment proceedings.

Section 4: Replacement

If a vacancy occurs the Gamma Sigma Alumni chapter will begin a search for a new advisor and consult with the colony leadership as needed.

Article VIII – Finances

- a. The Colony's budget shall be set by the Finance Committee and presented at the final Colony meeting each academic term for approval by a majority vote of the membership. This budget will guide the financial planning for the following semester.
- b. Upon disbandment of Sigma Nu, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. All dues shall be managed by the Treasurer and billed through Greek Capital Management, or an external bank account if authorized by the Finance Committee. Dues will be collected at the beginning of each semester, and members are responsible for timely payments.
- d. Each committee chairman must submit a budget request form to the Treasurer by the sixth week of the semester for the following term. The Finance Committee will review and approve requests as part of the budget planning process.
- e. The Treasurer is responsible for drafting checks, which must be co-signed by both the Commander and Recorder, as prescribed by the Colony bylaws and The LAW of Sigma Nu. Non-contractual expenditures exceeding \$100 must be announced to the Colony at the next general meeting.
- f. The Treasurer shall provide a monthly report on the financial status of the Colony, including recent transactions and any budget adjustments, to ensure transparency and accountability.
- g. All fines imposed on members will follow the guidelines set by the Honor Board, and members must pay any fines by the specified due date, not exceeding three months. Unpaid fines may incur additional penalties at the discretion of the Honor Board.
- h. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
- i. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- j. Dues will not exceed \$1,200.00.

Article IX – Amendments and Ratification

- a. The amendment process may be initiated by any member.
 - Any member of the Colony in good standing may propose an amendment to the bylaws.
 - Proposed amendments must be submitted in writing to the Executive Committee, who will review the amendment.
- b. The Executive Committee must vote on the proposed amendment. An approval of three-fourths of the voting members of the Executive Committee is required to move the amendment forward.
- c. The proposed amendment shall be presented at the next Colony meeting, allowing at least 15 days for membership consideration from the posting date.
- d. During the meeting, the Commander will moderate a discussion period of up to 20 minutes, which may be extended by up to 10 minutes if requested by a voting member.
 - Following discussion, a secret ballot vote will be conducted, with two-thirds of the voting members present required to approve the amendment.
- e. Approved amendments take effect immediately unless otherwise specified.
Changes to the bylaws will be incorporated, and the Lieutenant Commander is responsible for distributing the revised text to each member within seven days.
- f. Initial ratification of these bylaws requires a vote of two-thirds of the present voting members of the Colony.
- g. Once ratified, these bylaws shall immediately govern the operations of the Gamma Sigma Colony.
 - Amended constitution or bylaws must be updated with Student Engagement within 10 days of ratification.