

Sigma Chi Omicron Bylaws
with Financial and Judicial Policies
Iowa State University

Preamble

Believing that where there is law there is liberty, we, the Brothers of Sigma Chi Omicron, an Associate Chapter of the Sigma Chi Fraternity do hereby establish these bylaws for the government of our Associate Chapter and solemnly promise to obey them.

- It must be stated that the Constitution and Statutes of the Sigma Chi Fraternity shall be supreme.
- Sigma Chi Omicron abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Sigma Chi Omicron agrees to annually complete President's and Treasurer's Training.

We strive for excellence without arrogance, willingly sharing our knowledge and wisdom, and humbly learning from one another. As a community of learners seeking the truth together, we encourage the free and open exchange of ideas and responsible action.

Sigma Chi Omicron – Iowa State University

ARTICLE I: OVERVIEW

Chapter 100 Bylaws Organization

100.01 The Bylaws of the Sigma Chi Omicron Associate Chapter of the Sigma Chi Fraternity shall be organized into titles, each dealing with related and similar topics. Each title shall be composed of numerically designated chapters, as follows:

ARTICLE I	(Ch. 100-199)	Overview
ARTICLE II	(Ch. 200-299)	Membership
ARTICLE III	(Ch. 300-399)	Meetings
ARTICLE IV	(Ch. 400-499)	Attendance
ARTICLE V	(Ch. 500-599)	Officers
ARTICLE VI	(Ch. 600-699)	Committees
ARTICLE VII	(Ch. 700-799)	Voting
ARTICLE VIII	(Ch. 800-899)	Financial Policy
ARTICLE IX	(Ch. 900-999)	Conduct Policy
ARTICLE X	(Ch. 1000-1099)	Judicial Process

100.02 Each article shall be divided in sections marked in a decimal place system, with sections followed by the containing article's number, with each tenth decimal place specifying the section's number, as Section 100.01, is the first section within the first article.

Chapter 101 Purpose of Sigma Chi

101.01 Purpose of Sigma Chi: The fundamental purpose of the Sigma Chi Fraternity is the cultivation, maintenance and accomplishment of the ideals of friendship, justice, and learning within the membership.

- (i) Foster a brotherhood of transformational leaders committed to Friendship, Justice, and Learning.
- (ii) Prepare members for a lifelong commitment to the Brotherhood of Sigma Chi.
- (iii) Promote academic and professional excellence through leadership and scholarship.

Chapter 102 Entitlement of Bylaws

102.01 Each Brother is entitled to a copy of the bylaws and/or House rules.

- (i) Copies shall be given to the Associate Chapter Advisor, the Grand Praetor and the General Fraternity Headquarters.
- (ii) Availability of the bylaws shall be the responsibility of the Pro-Consul.
- (iii) An updated version must be submitted to the Chapter System at the end of every academic semester (or term).

102.02 Copies of these bylaws shall be provided for each Pledge, and he will be required to be acquainted with the contents as part of his Pledge training. A copy of the bylaws must be sent to the office of student organizations at the beginning of each academic year.

Chapter 103 Amendment to the Bylaws

103.01 These Bylaws can be amended but the Constitution and Statues of Sigma Chi shall still take precedence.

103.02 To amend these bylaws, a proposal must be presented to Executive Committee (EC) in writing, after which the proposal shall be presented at the next regular Associate Chapter meeting.

- All proposed amendments must be read in its entirety in EC and the Associate Chapter meetings they

are being presented.

103.03 The proposal shall not be voted upon until the first regular Associate Chapter meeting after the one in which the proposal was read.

103.04 Bylaws shall be revisited at the end of every semester by the executive committee and the Associate Chapter for full review and any amendments.

103.05 A submission must be made to Student Engagement within 10 days of ratification of any amendment to this constitution.

Chapter 104 Definition of Terms

104.01 Terminology to be considered for these Bylaws read as follows:

- (i) **Brother**: Brother shall be defined as a member of the Associate Chapter.
- (ii) **Conflict of Interest**: Shall be defined as any business, professional activity, or direct or indirect financial interest that would place a person in a position where there is an opportunity to disregard the public interests of the Associate Chapter for his own private interests.
- (iii) **De-Pledging**: It shall be defined as termination of a Pledge Brother from the Preparation for Brotherhood (P4B) Program.
- (iv) **Good Standing**: All Brothers in good academic and financial standing that have completed their Ritual Obligation.
- (v) **Executive Order**: An order approved by the Executive Committee to be followed as if part of these Bylaws.
- (vi) **In writing**: It shall be defined as a method of communication to the Associate Chapter consisting of using e-mail, post in the server, and text message.
- (vii) **Pledge Brother**: It shall be defined as a Brother currently enrolled in the Preparation for Brotherhood (P4B) Program and under the direct tutelage of the Magister.
- (viii) **Simple Majority Vote**: A majority vote shall be defined as a vote of greater than fifty (50) percent of those present at a meeting who have voting rights.
- (ix) **Supermajority Vote**: A super majority vote shall be defined as a vote greater than or equal to two-thirds (2/3) of those present at a meeting in good standing.
- (x) **Vote of Reconsideration**: A vote held in order to reassess any prior vote conducted within the current legislative term.
- (xi) Quorum: The sufficient amount of Brothers required for the Associate Chapter to make any proceedings enforceable including, but not limited to:
 - a. Elections
 - b. Amendments
 - c. Motions
 - d. Votes of No Confidence (VOC)
 - e. Impeachments
 - f. Orders
- (xii) Alumni Brother: It shall be defined as a Brother who has graduated from the host institution.
- (xiii) Impeachment: the call for questioning the integrity of a Brother's position in their respective office,

position, or role.

(xiv) Vote of Confidence (VOC): A vote held to show continuing approval for a Brother's ability and position in office.

104.02 Quorum shall be at least fifty (50%) percent plus one (1) Brother of the undergraduate Associate Chapter in order for voting to be called upon.

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ARTICLE II: MEMBERSHIP

Chapter 200 Recruitment & Potentials

200.01 Any individual who is representative of the Jordan Standard, that is in good academic standing and who abides by the community standards by exemplifying a moral compass, is eligible to become a Brother of the Sigma Chi Fraternity.

200.02 A bid shall be defined as an invitation to pledge this Associate Chapter and as later prescribed in these bylaws, as a prerequisite to become a Brother of this Associate Chapter.

200.03 No person shall be pledged to membership in the Sigma Chi Fraternity unless he qualifies under Sections 3.07 and 3.13 of Statute #3 of the Sigma Chi Constitution.

Chapter 201 Pledging

201.01 Pledge Brothers are subject to all provisions of the Sigma Chi Omicron Associate Chapter bylaws adopted by the Associate Chapter and its Brothers. Pledge Brothers are ultimately subject to all provisions of the General Fraternity Governing Laws and Policies.

201.02 Formal pledging shall begin immediately after bids have been accepted and the new Pledge Brothers are pinned.

201.03 Every Pledge Brother of the Associate Chapter shall pay the Quaestor at the time of his bid acceptance, the Pledge fee of the Associate Chapter for the use and benefit of the General Fraternity, for which the Associate Chapter shall receive a copy of the Fraternity Pledge Manual and a Pledge pin for the candidate to wear during pledgeship.

201.04 Pledge Brothers must complete Preparation for Brotherhood (P4B) to be considered a candidate for initiation to the Sigma Chi Fraternity.

Chapter 202 De-pledging

202.01 Pledgeship may be terminated for any Pledge Brother, which is termed “de-Pledging”, not withholding from the respective Pledge Brother an ability to appeal. Pledge fees paid to the Associate Chapter are not refundable, in whole or in part.

202.02 If a Pledge Brother has not completed the Preparation for Brotherhood (P4B) program by the end of his second semester, including the semester initially pledged, because of his financial, scholastic, or otherwise stated ineligibility, his pledgeship shall be automatically terminated.

202.03 Each Alumni Brother is responsible for sustaining their eligibility to remain a candidate for initiation unless inhibited by his financial, scholastic, or otherwise stated ineligibility.

202.04 A Pledge Brother may be depledged at any point for ineligibility, actions, or status that may disqualify said Pledge Brother from initiation by a vote from the executive committee or Associate Chapter.

202.05 Any active member may propose a vote for the termination of a pledge for conduct that does not represent Sigma Chi before the rest of the chapter. If 51 percent of the chapter votes to terminate the pledge, the pledge will be removed from pledgeship.

202.06 The Pledges must pass a chapter vote of 90 percent to be able to start the Ritual Bridge.

Chapter 203 Crossover

203.01 Any Pledge Brother that does not meet the Standards for Initiation as defined by the General Fraternity and the

Sigma Chi Omicron Associate Chapter shall NOT be initiated during that semester.

203.02 No person shall be initiated into membership as an undergraduate unless he has received instruction under the direction of the Magister, approval in writing from the Associate Chapter Advisor, has completed the Preparation for Brotherhood program, and after certification in writing from the Grand Praetor that the person desiring initiation has completed said program.

203.03 No person shall be initiated into membership as an undergraduate unless the Associate Chapter has written certification that said Brother has maintained a 2.5 cumulative grade point average or better in his chosen field of higher education. Any undergraduate candidate for initiation with a cumulative grade point average below 2.5 must provide documentation explaining hardship deemed acceptable by the Associate Chapter Advisor and the Grand Praetor for the Grand Executive Committee's consideration.

- (i) Such certification shall come from the proper host institution authorities.

203.04 No Pledge Brother, Brother or Alumni Brother shall be initiated into the Fraternity who has an outstanding balance with the Associate Chapter or General Fraternity.

203.05 Upon Initiation each new brother shall:

- (ii) Fill out a financial policy under the guidance of the Quaestor. The Brother and his parents shall sign the policy.
- (iii) Fill out his financial suspension form (Form 50) to be kept in the Associate Chapter files.

Chapter 204 Affiliation

204.01 Any Brother or Pledge Brother of another Chapter or Associate Chapter of the Sigma Chi Fraternity may affiliate with the Sigma Chi Omicron Associate Chapter, only after written confirmation from Sigma Chi Headquarters that the Brother in question was in good standing, financially and otherwise.

204.02 Any Affiliated Brother is subject to all the provisions of the bylaws of this Associate Chapter and the Sigma Chi Constitution.

Chapter 205 Non-Discrimination

205.01 The Sigma Chi Fraternity and this Associate Chapter shall not be discriminatory in terms of race, skin color, ethnicity, religion, age, nationality, sexual orientation, handicap, veterancy, financial or social status.

205.02 Iowa State University and Sigma Chi Omicron 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 unless otherwise specified by Title IX.

Chapter 206 Hazing

206.01 In accordance with Statute 6.02e & 6.02f, no Pledge Brother, Brother, or Alumni Brother of the Fraternity shall engage, condone, or facilitate in any form and any act of hazing at any time. For all purposes related to the Fraternity, and unless otherwise defined, hazing shall be defined as set forth in the Sigma Chi bylaws as well as defined in the Associate Chapter Risk Management policies.

- (i) Hazing shall not be tolerated, and Sigma Chi takes an active zero tolerance policy, regarding hazing of potentials, Pledge Brothers, undergraduate Brothers and Alumni Brothers.

Chapter 207 Active Status

207.01 No Pledge Brother or Brother of this Associate Chapter shall become "inactive" through any provision of this bylaw.

ARTICLE III: MEETINGS

Chapter 300 General Protocols

300.01 All regular Associate Chapter Meetings shall be conducted according to the provisions of Robert's Rules of Order, Revised.

Chapter 301 Brotherhood Business Meetings

301.01 A regular format Associate Chapter Meeting shall start weekly on Mondays at 6:00 PM sharp.

- (i) The Consul shall announce any deviation from this schedule in writing at least twenty-four (24) hours prior to the regular meeting times.

301.02 Special Associate Chapter Meetings may be called by the Consul at any time or shall be called by him upon the written and signed request of any three (3) Brothers.

- (i) In both cases, due notice of at least twenty-four (24) hours shall be given in writing to all Brothers concerning the time of the meeting.

Chapter 302 Recruitment Meetings

302.01 At the end of every Associate Chapter meeting during recruitment, a discussion will be held between the Brothers present about the potential members from that night or that week.

- (i) This discussion is to serve as a checkpoint and not as an official voting period.

302.02 All information concerning candidates known to the Recruitment Chair, the recruitment committee, or any member shall be made known to the Associate Chapter prior to any voting regarding bidding.

Chapter 303 Decorum

303.01 There shall be no chewing or smoking of tobacco, drinking of alcoholic beverages, eating, or listening to music during Associate Chapter meetings or Executive Committee meetings.

303.02 The Executive Committee and its members will expel any violators of the above bylaw provision from the meeting with the Consul reserving the final decision.

- (i) Such removal will be considered as an unexcused absence.

303.03 At any time a Brother creates disruption in a meeting the Consul, Pro-Consul, or Kustos will administer his first warning. If the same Brother disrupts the meeting again, they will be asked to leave by the Kustos and will be subject to judicial sanctions. The Kustos and the Executive Committee reserve the right to administer the first warning. Any subsequent warning will require the offending Brother to attend judiciary proceedings.

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ARTICLE IV: ATTENDANCE

Chapter 400 General Procedures

- 400.01** Each Brother in good standing is allowed to miss one (1) unexcused Associate Chapter Meeting per semester.
- (i) This missed meeting will not count in any way toward the maximum number of missed meetings allowed.
 - (ii) This provision does not apply to any Executive Committee member.

400.02 Brothers not in good standing with the Associate Chapter are not allowed any unexcused absences.

Chapter 401 Events

401.01 In accordance with Governing Laws, it is obligatory for all undergraduate Brothers to attend regular Associate Chapter meetings and their applicable committee meetings, with the exception of legal excuses as hereinafter prescribed.

401.02 Attendance at the Crossover Ceremony is mandatory unless having a legal excuse as hereinafter prescribed in these bylaws.

401.03 Attendance at Formal Pledging is mandatory unless having a legal excuse as hereinafter prescribed in these bylaws.

401.04 Attendance at Recruitment and Brotherhood events is mandatory, with exception of legal excuses as hereinafter described. Failure to attend at least 75% of all formal recruitment events shall omit a Brother's voting rights for bidding.

Chapter 402 Excuses

402.01 There are five (5) legal excuses for absence from Associate Chapter events:

- (i) Personal Illness; Family Matters
- (ii) Serious Illness or Death of a Family Member
- (iii) Educational Classes
- (iv) Professional Development
- (v) Excuses Approved by the Executive Committee

Chapter 403 Approval of Excuses

403.01 A Brother who anticipates an absence shall present his reason to the Associate Chapter's Executive Committee (EC) in writing one (1) week prior to his proposed absence.

- (i) The EC shall approve all legal absences.

Chapter 404 Accountability

404.01 Any Brother in good standing who misses an Associate Chapter Meeting without legal excuse approved by the EC shall lose his voting privileges for the next scheduled Associate Chapter Meeting.

- (ii) This shall include the allowed one unexcused absence.

404.02 Any Officer that misses more than two (2) scheduled Associate Chapter Meetings or EC meetings unexcused will automatically have a vote of confidence called upon him.

- (i) Under this provision, no excuses shall be tolerated.

Sigma Chi Omicron – Iowa State University

ARTICLE V: OFFICERS

Chapter 500 Associate Chapter Officers

500.01 The officers of the Associate Chapter shall be those prescribed in the Sigma Chi Norman Shield and, in addition, such officers as are necessary to perform the administration of the Associate Chapter withholding the rites of the Ritual for any uninitiated Brother.

500.02 No Brother may hold more than one office that could possibly create a conflict of interest.

Chapter 501 Assistant Officers

501.01 An assistant officer shall be elected or appointed to assist any officer at the request of the officer or the suggestion of the Consul.

- (i) An assistant officer shall automatically be nominated for the next election if he has satisfactorily completed his duties.
- (ii) Officers reserve the right to terminate their assistants without a vote.

Chapter 502 Eligibility

502.01 No person in the undergraduate Associate Chapter may hold or run for an office with less than a 2.75 semester GPA and 3.0 cumulative GPA.

502.02 No Brother shall be nominated, elected, or installed into the respective office to which he is seeking until all debts and obligations due, owing or unpaid to the Associate Chapter have been remitted in full.

502.03 Officers must 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.

502.04 Officers must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately before the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum cumulative GPA is 3.00 and 2.75 semester GPA. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

502.05 Officers will be ineligible to hold an office should the student fail to maintain the requirements as prescribed above.

Chapter 503 Nominations

503.01 Nominations for all offices shall be made so that at least one (1) week shall elapse between nominations and elections.

503.02 Nominations for chair positions will be made in November and executive positions in April. At least one week will pass between nominations and elections.

Chapter 504 Elections

504.01 Elections shall be by secret ballot.

504.02 Elections will begin with the Consul and continue in descending order of seniority as prescribed in these bylaws.

504.03 Officers are to be elected by a majority of the votes cast by the undergraduate Associate Chapter.

504.04 All elections require quorum.

504.05 Elections for chair positions will be held in November and executive positions in April. At least one week will pass between nominations and elections.

Chapter 505 Transition

505.01 Each officer shall submit a comprehensive report to his successor who in turn shall give the report to the Pro Consul for submission to the successor.

- (i) Such reports shall include general operating information, recommendations, analysis of procedures, details of special cases, discussion of problems, and any information, which may be valuable to efficient and effective methods of administration.

505.02 The Associate Chapter shall undertake an Officer Transitioning Retreat in order to create or revisit the Associate Chapter's strategic vision plan.

Chapter 506 Term Length

506.01 The term length of office for officers, both appointed and elected, shall be for one year beginning the first regular meeting following their election or appointment.

506.02 If at any time during his term of office, a Brother falls below the aforementioned scholastic requirement, his office may be declared vacant under the authority and provisions of Statute 7.05.

506.03 The Scholarship Chair reserves the right to call to question an officer who is at risk of losing their scholastic eligibility only at EC meetings.

Chapter 507 Impeachment

507.01 Any officer of the Associate Chapter may be impeached and removed from office for negligence of the duties of his office as prescribed by the bylaws of the Associate Chapter, for conduct unbecoming as a Sigma Chi, inability to maintain the GPA requirements of an elected officer, or a Brother of the Sigma Chi Omicron Associate Chapter, or abuse of the officer's position.

507.02 A two-thirds vote of the active members of the chapter will be needed to impeach any officer, provided charges have been openly proffered against the officer by a member of the associate chapter one week before the meeting at which the impeachment vote is to be taken.

507.03 Upon an officer's impeachment, his office will be declared vacant.

507.04 The individual up for impeachment is allowed to speak on their own behalf but can not be present during the final vote.

507.05 The vote to impeach must be by secret ballot.

507.06 Any impeached officer may appeal their impeachment to the Judicial Board followed by the Associate Chapter.

Chapter 508 Vote of Confidence

508.01 A vote of confidence shall be required of all officers at the outset of each Iowa State University semester.

508.02 Outside of the mandatory end-of-semester VOC, the vote of Confidence is limited to one use per office a semester.

508.03 Votes of confidence must be openly brought to the Associate Chapter by the person calling the Vote of Confidence,

and during that time said Brother must discuss the motive for calling the vote, and the specific reason(s) why the officer is no longer fit for office in the Sigma Chi Omicron Associate Chapter of the Sigma Chi Fraternity.

508.04 Votes of confidence must be voted upon no later and no less than one week after be called upon.

Chapter 509 Vacancy

509.01 Upon the resignation, impeachment, graduation, or withdrawal from college of any officer, nominations for that officer shall be made at the next meeting and the election shall be held at the next meeting following the nominations.

- (i) The successor shall serve for the remainder of the term of office.
- (ii) The successor, if willing, must be nominated again by another Brother at the following elections.

509.02 If any office becomes vacant, save for the EC positions, the EC reserves the right to fill said vacant office.

- (i) If any EC position becomes vacant, the Associate Chapter must hold elections and fill said vacant position.
- (ii) A vote called by the Associate Chapter for the filling of any vacancy shall supersede the EC.

509.03 If the offices of both Consul and Pro Consul become vacant, the Associate Chapter shall fill these vacancies immediately.

- (i) A secret ballot election shall be used at the next regular or special Associate Chapter meeting.
- (ii) The Annotator shall preside over the election meeting and tend to all Associate Chapter business until the vacancies are filled.

Chapter 510 Seniority

510.01 The elected officers and elected/appointed chairmen of the Associate Chapter in order of seniority are:

- (i) Consul.
- (ii) Pro Consul
- (iii) Annotator
- (iv) Quaestor
- (v) Magister
- (vi) Recruitment Chairman
- (vii) Risk Manager
- (viii) Scholarship Chairman
- (ix) Tribune
- (x) Kustos
- (xi) Social Chairman
- (xii) Philanthropy Chairman
- (xiii) Community Service Chairman
- (xiv) Brotherhood Chairman
- (xv) Chapter Editor

Chapter 511 Officer Duties

511.01 The elected officers and elected/appointed chairmen of the Associate Chapter duties are:

- i. **Consul.** The Consul shall serve as President and Chief Executive Officer of the associate chapter and will preside over active meetings of the associate chapter. He will enforce the By-laws, Constitution, and Statues of the Fraternity, and will ultimately be held accountable for what the chapter does or does not do.
- ii. **Pro Consul.** The Pro Consul shall serve as the Vice President and Chief Operations Officer of the associate chapter. In the absence of the Consul the Pro Consul shall serve as Consul until new elections are held. The Pro Consul will chair and preside over the Executive Committee, the Judicial Committee, and the Bylaw Committee. He will run Post Initiation Training (PIT), and Ritual for Life (R4L), as well as oversee each executive position and preserve order among the Chapter and its members.
- iii. **Annotator.** The Annotator will serve as the Secretary of the chapter and will handle all correspondence and minutes of meetings. He will oversee each non-executive position and associate chapter programs.
- iv. **Quaestor.** The Quaestor shall serve as Treasurer and Chief Financial Officer of the associate chapter and will handle all finances of the associate chapter.

- v. **Magister.** The Magister will serve as Chief Learning Officer and the New Member Educator with responsibility for preparing the New Members for full membership in the Fraternity.
- vi. **Recruitment Chair.** The Recruitment chair will serve as the Chief Recruitment Officer of the associate chapter and will be in charge of setting up paperwork for rush, flyers, and rush shirts, setting the rush schedule and order of events, and ensuring all events take place according to plan.
- vii. **Risk Manager.** Will be in charge of all social events, assigning risk management teams to monitor the event, and control any problems that arise. Additionally, he will take measures to ensure the safety of all members and their guests. Additionally, he is responsible for and required 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 (if applicable).
- viii. **Scholarship Chair.** Will keep a record of all study hours that are done at the house or the library, deliver a list of delinquent study hours to the executive board, and ensure members in academic trouble receive the help they need.
- ix. **Tribune.** Will be in charge of the alumni email list, the Omicron Cornicles, or any other chapter newsletters that need to be sent out.
- x. **Kustos.** The Kustos shall serve as the Ritual Chairman and will be in charge of inventory and set up of initiation, all that is involved with initiation, and clean up and storage of ritual gear. The Kustos will guard the meeting gear, make sure the room is secure and doors are locked, and ensure no uninitiated persons enter without notice to the chapter.
- xi. **Social Chairman.** Will plan all social events, have a guest list, and provide appropriate beverages and snacks as needed. He will also be in charge of social events with Sororities and other organizations.
- xii. **Philanthropy Chairman.** Will be in charge of raising money for designated charity events and national philanthropy requirements. This includes but is not limited to Derby Days, Sig Glow, Shave a Sig, and any other chapter philanthropies.
- xiii. **Community Service Chairman.** Will organize community service for the chapter as well as collect all donations and documentation needed for community service hours.
- xiv. **Brotherhood Chairman.** Will set up the brotherhood events for the associate chapter.
- xv. **Chapter Editor.** Will run the associate chapter's social media.

Chapter 513 Alumni Advisory Board

513.01 To ensure that every Sigma Chi chapter realizes its full potential, local area alumni are needed to provide a solid foundation of support and consistency. An active Alumni Advisory Board (AAB), sometimes referred to as a Chapter Advisory Board (CAB) provides this foundation.

513.02 An Alumni Advisory Board is made up of alumni members who:

- i. Are willing to share their expertise and provide support to an undergraduate chapter,
- ii. Are committed to monitoring the progress of the undergraduate chapter,
- iii. Provide counsel and advice to undergraduate chapter leadership,
- iv. Assist in areas such as academics, leadership, recruitment, and financial management,
- v. Provide emphasis on the intangible aspects of fraternalism – Ritual, brotherhood, motivation, unity, and caring for one another,
- vi. Stay up to date on new and updated ideas, tools, and fraternal programs.

513.03 The purpose of the AAB is to:

- i. Exist as a separate entity from the Alumni and House Corporation Boards.
- ii. Provide undergraduate chapters with the continuity of their vision and goals.
- iii. Act as a liaison between the undergraduate chapter and the International Headquarters.
- iv. Provide consistency in the advisement of the undergraduate chapter officers.

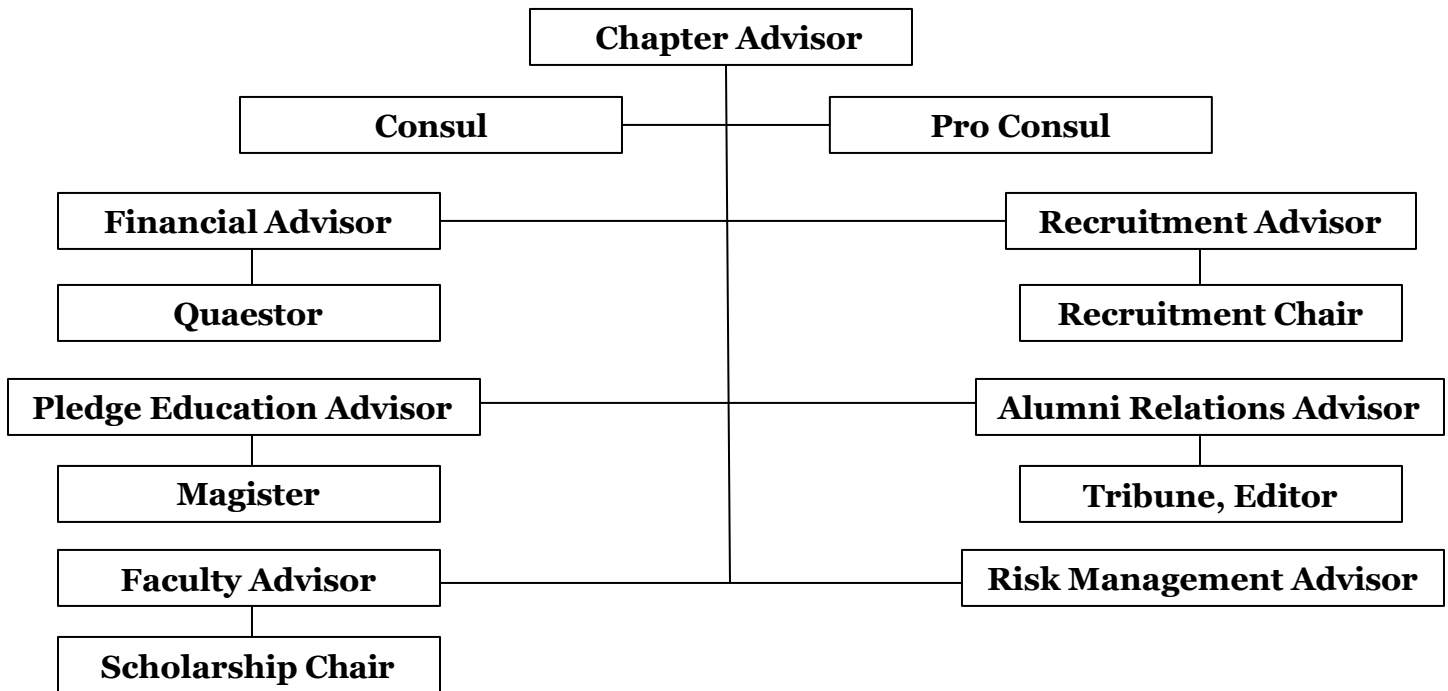
- v. Foster effective communication between Alumni Advisors, undergraduate members, community and campus leaders, the International Headquarters, the Sigma Chi Foundation, and other Sigma Chi entities.
- vi. Assist in officer transition, leadership retreats, chapter operations, and member training.
- vii. Provide alumni members with an opportunity to serve the Fraternity and honor their life-long commitment to Sigma Chi.

513.04 The common objectives of all members of the Alumni Advisory Board are:

- i. To share the responsibilities and workload of the volunteer Chapter Advisor.
- ii. To recruit alumni involvement and contribute to the improvement of undergraduate chapter operations.
- iii. To serve as a positive influence for constructive and continued development of the undergraduate chapter.
- iv. To foster the development of the fundamentals of Sigma Chi within the undergraduate chapter
- v. To provide guidance in leadership and participate in undergraduate chapter meetings.
- vi. To serve as a positive role model, compliant with our obligations as a Sigma Chi.
- vii. To instill a sense of mutual accountability within the undergraduate chapter.
- viii. To live Sigma Chi's core values of friendship, justice, and learning every day.
- ix. Provide consistency between undergraduate leadership teams during transitioning.

513.05 Board Composition & Expectations

- i. The Grand Praetor will appoint the Alumni Advisory Board members. All AAB members should assume the following obligations:
 - a. To volunteer for at least two years.
 - b. To attend regularly scheduled meetings of the Advisory Board including attending an undergraduate chapter meeting once every 4 – 6 weeks during the school year.
 - c. To assist with undergraduate events (e.g. recruitment, alumni functions, university receptions, initiations.)
 - d. To be available for other responsibilities as requested by the Grand Praetor/Chapter Advisor.
- ii. The AAB can be composed of alumni who mirror the undergraduate Executive Committee. If necessary, complementary roles and responsibilities can be combined to accommodate the particular number of willing and able volunteers and undergraduate chapter size. AAB members do not have to be from the specific chapter being advised, in fact, it is often a good practice to have a non-chapter member on the AAB to offer an outside opinion on matters.
- iii. For example, the roles of Pledge Advisor and Recruitment Advisor could be combined into the role of Membership Advisor. The Chapter Advisor might formally assume Risk Management responsibilities. Such adjustments can be made as the AAB sees fit as long as necessary advisement responsibilities are assumed by some AAB members.
- iv. The Grand Praetor will appoint alumni advisors with the assistance of the Chapter Advisor. A recommended AAB structure and specific responsibilities and expectations of AAB members are outlined below.



513.06 Rules and Expectations

- i. The AAB should be made up of members that mirror the undergraduate executive team. (Note: There is no requirement that each of the advisory roles identified in the chart be filled by a unique person. Roles can and should be combined when appropriate.)
- ii. There should be 2–3 “alternates” – those Sig alumni who are willing to fill in for a missing member on short notice and/or be in training to become a regular alumni advisor.
- iii. The AAB shall be chaired by one of the regular members. While it is preferred that this be the Chapter Advisor, it can be someone else.
- iv. The AAB shall set regular meetings, possibly to coincide with an undergraduate EC meeting, and more often as the need arises. Timeframe targets are early fall, early winter, early in the New Year, and late spring, before graduation.
- v. One or more of the Advisors may form and work with smaller sub-committees to address key projects or critical issues that come to the AAB’s attention.
- vi. The current undergraduate chapter’s Consul and immediate past Consul shall be ex officio members of the AAB.
- vii. Other undergraduate chapter officers can be asked to attend part of a meeting from time to time to provide input or give reports.
- viii. Minutes of each meeting should be kept and distributed promptly to each member, the Grand Praetor, and the undergraduate chapter Consul by a Recording Secretary chosen from the membership of the AAB.
- ix. The Alumni Advisory Board (AAB) is an effort to increase alumni relations and involvement and allow alumni to pass on knowledge. This in no way is a time for alumni members to re-enact traditions that are harmful to the betterment of Sigma Chi and the undergraduate member’s experience.

Chapter 514 Chapter Advisors

514.01 The elected/appointed advisor of the Associate Chapter duties are:

- i. Hold every undergraduate associate chapter member accountable to the values of Sigma Chi.
- ii. Provide general assistance and guidance for undergraduate associate chapter programs and operations.
- iii. Attending weekly undergraduate chapter meetings regularly (or as necessary.)
- iv. Meet regularly with the undergraduate associate chapter's Consul and Executive Committee (or as necessary.)
- v. Be available via telephone and e-mail on a day-to-day basis.
- vi. Facilitate annual officer transition and Brotherhood Retreats.
- vii. Have a working knowledge of the Ritual, Constitution, and Fraternity policies and procedures.
- viii. Facilitate strategic planning and ensure that plans are implemented by the undergraduate associate chapter.
- ix. Ensure that associate chapter goals and deadlines are met on a timely basis.
- x. Supervise day-to-day advising of undergraduate associate chapter officers and members.

514.02 Impeachment/Removal of Associate Chapter Advisor(s)

- i. The Advisor can be removed from their position by a unanimous vote of the associate chapter at an associate chapter meeting.
 - a. 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 Disciplinary Regulations.
- ii. The Advisor must be notified and given a reason for removal at least one week before voting.
- iii. The Advisor will be allowed to speak in front of the associate chapter before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occur.
- iv. The Advisor will be notified of the decision via email.
- v. An Advisor must be replaced, the method of selection shall be the same as described above.

512.03 The elected/appointed financial advisor of the Associate Chapter duties are:

- i. Meet with the Quaestor on an as-needed basis.
- ii. Assist Quaestor in the development of an undergraduate chapter budget and a dues structure.
- iii. Support the Quaestor in the enforcement of financial standards, rules, and by-laws.
- iv. Assist the chapter in establishing a fundraising plan for future expenses.
- v. Request and approve the undergraduate chapter's budget, accounts receivable, and balance sheet.
- vi. Ensure that the undergraduate chapter satisfies all requirements of the university, alumni, and General Fraternity, including all forms, reports, fees, and deadlines.
- vii. Assist Quaestor in the filling of required tax forms.
- viii. Assist with the development and maintenance of undergraduate chapter funds managed by the Sigma Chi Foundation.
- ix. Have a working knowledge of the Chapter Financial Management Manual.
- x. Advise the establishment/maintenance of a Chapter Housing Fund.

512.04 The elected/appointed pledge education advisor of the Associate Chapter duties are:

- i. Conduct and lead the undergraduate chapter's first pledge program.
- ii. Meet as needed with the Magister.
- iii. Regularly attend pledge meetings.

- iv. Have a working knowledge of the Preparation for Brotherhood Program.
- v. Assist the Magister in the execution of the Preparation for Brotherhood program, using the Preparation for Brotherhood Manual as a guide.
- vi. Assist the chapter in conducting brotherhood retreats.
- vii. Ensure the Magister is promoting the spirit and the understanding of Sigma Chi's values.
- viii. Ensure that all forms and fees are submitted to the Chapter Advisor on time.
- ix. Facilitate brotherhood activities and other positive programming.
- x. Following each pledge semester, coordinate feedback sessions with the Magister for the AAB and undergraduate chapter about the results.
- xi. Co-facilitate with the Recruitment Advisor a feedback session for AAB and the undergraduate chapter about the recruitment program.
- xii. Coordinate with the Recruitment Team the communication of a consistent message regarding pledgeship and membership in Sigma Chi.

512.05 The elected/appointed recruitment advisor of the Associate Chapter duties are:

- i. Meet, as needed, with the Recruitment Chairman.
- ii. Have a working knowledge of the Mission 365 program and seek opportunities to implement the program as appropriate.
- iii. Provide alumni input and recruit alumni support for the undergraduate chapter's recruitment activities.
- iv. Educate undergraduates on the recruitment principles of Sigma Chi.
- v. Help the Recruitment Chairman develop a philosophy and strategy for year-round recruitment.
- vi. Advise the Recruitment Chairman on the development of a written recruitment program aligned with the undergraduate chapter's strategic plan.
- vii. Co-facilitate a feedback session with the Pledge Education Advisor on the recruitment program for the AAB and the undergraduate chapter.
- viii. Coordinate with the Pledge Education Advisor to communicate a consistent message regarding pledgeship and membership in Sigma Chi.
- ix. Assist with the facilitation of recruitment workshops including Mission 365 for undergraduate chapter members at the beginning of each term.
- x. Evaluate the undergraduate chapter's recruitment programming in light of undergraduate chapter goals, results, and quality of the membership experience.
- xi. Be familiar with and understand local university and IFC rules, requirements, and schedules for recruitment.

512.06 The elected/appointed faculty/scholarship advisor of the Associate Chapter duties are:

- i. Meet regularly with the Scholarship Chairman.
- ii. Assist the Scholarship Chairman with the development and maintenance of scholarship standards for undergraduate chapter members.
- iii. Help the Scholarship Chairman develop and implement meaningful scholarship programming (e.g. time management, academic monitoring, test-taking skills.)
- iv. Help the Scholarship Chairman secure educational speakers and faculty guests on topics such as study skills and resume-building.
- v. Have a working knowledge of the educational speakers and faculty guests on topics such as study skills and resume-building.
- vi. Have a working knowledge of the educational resources (e.g., scholarships, loans, grants, fellowships, awards, etc.) available from the local university, Sigma Chi Fraternity and Sigma Chi

Foundation.

- vii. Emphasize individual and group academic monitoring over study hours or study tables.
- viii. Assist with the development of external and internal tutorial assistance for members.
- ix. Maintain an accurate membership list of undergraduate chapter members and new members.
- x. Secure and maintain GPA statistics of undergraduate chapter members from the Office of Greek Life.
- xi. Review and monitor the GPAs of undergraduate chapter members.
- xii. Assist in conducting personal meetings with brothers facing academic challenges.
- xiii. Assist undergraduate chapter members with life skills such as:
- xiv. Resume writing
- xv. Interviewing skills
- xvi. Business, personal etiquette, and manners
- xvii. Graduate school applications

512.07 The elected/appointed alumni relations advisor of the Associate Chapter duties are:

- i. Meet as needed with the Tribune.
- ii. Ensure that the chapter has a documented alumni program.
- iii. Help organize alumni activities, events, and participation in the Preparation for Brotherhood program.
- iv. Act as a liaison to alumni chapters/associations in the area.
- v. Assist the undergraduate chapter with the establishment and maintenance of an alumni newsletter
- vi. Help the undergraduate chapter keep track of alumni interests, addresses, and any other programs relating to alumni involvement.
- vii. Assist Tribune with alumni events such as Homecoming, winter meetings, spring alumni weekends, anniversary events, and other special programs.
- viii. Encourage the chapter to conduct one alumni event per semester.
- ix. Send alumni updates to Sigma Chi Headquarters.

ARTICLE VI: COMMITTEES

Chapter 600 General Policies

600.01 There shall be the following standing committees:

- (i) Executive Committee (EC)
- (ii) Finance Committee (FC)
- (iii) Judicial Board (J-Board)

600.02 The Associate Chapter Advisor shall be an ex officio member of all committees.

- (i) The Associate Chapter Advisor however may not have a vote.

600.03 Any officer may elect to have a committee designed to help him carry out his duties.

600.04 The meeting time and place of each committee shall be set by the Chair of the committee.

600.05 Any Brother of the undergraduate Associate Chapter not explicitly declared a member of a particular committee shall nevertheless be welcomed as a participating member if he desires to participate in a meeting of said committee.

Chapter 601 Executive Committee

601.01 The Executive Committee will hereafter be referred to as the “EC”.

601.02 EC will be composed:

- | | | |
|--------------|---------------------|--|
| - Consul | - Magister | - Philanthropy Chairman |
| - Pro Consul | - Recruitment Chair | - Scholarship Chairman |
| - Annotator | - Risk Manager | - Associate Chapter Advisor (Ex-Officio/Non-Voting Member) |
| - Quaestor | | |

601.03 The EC shall be chaired by the Pro Consul.

601.04 The Annotator shall post a copy of the minutes of each EC meeting to all members within 24 hours after its adjournment.

601.05 The EC shall meet weekly to plan the Associate Chapter meeting agenda and for the purpose of assisting the Consul in the planning and fulfillment of a well-rounded undergraduate Associate Chapter program.

- (i) The Consul may only vote in order to break a tied ballot.
- (ii) The Associate Chapter Advisor shall not have a vote.
- (iii) The EC may meet for emergencies and urgent matters.

601.06 To expedite the Associate Chapter meeting and enable the EC to better plan Associate Chapter operations, each committee and officer report to be heard in the Associate Chapter meeting shall first be presented in the EC meeting.

601.07 The EC shall not make recommendations on any type of membership ballots.

601.08 The EC may not take action, which is contrary to these bylaws and amendments thereto.

601.09 All Brothers of the Associate Chapter and Brothers of the Sigma Chi Fraternity shall be welcomed to join and have a voice at any EC meeting.

Chapter 602 Financial Committee

602.01 The Financial Committee will hereafter be referred to as the “FC”.

602.02 The FC shall consist of six (6) members:

- (i) FC Member-at-Large
- (ii) Quaestor
- (iii) Assistant Quaestor
- (iv) One (1) Upper Classman in good standing
- (v) One (1) Lower Classman in good standing
- (vi) Alumni Financial Advisor

602.03 The Alumni Financial Advisor shall have notice of all decisions of the FC, as well as an advisory role.

- (i) The Alumni Financial Advisor shall NOT have a vote on the FC.

602.04 The FC shall be chaired by the FC Member-at-Large.

- (i) The FC chairman shall NOT be the Quaestor nor the Assistant Quaestor.
- (ii) This ensures there is a “Check-and-Balance” system within the FC.

602.05 The Assistant Quaestor shall be the secretary of the FC and keep minutes of all meetings.

602.06 The FC defines a fiscal year as Starting July 1 and ending June 30 each year.

602.07 The FC will be solely responsible for all financial matters of the Sigma Chi Omicron Associate Chapter at Insert University Name.

- (i) The EC is only responsible for the initial approval of each semester’s budget.
- (ii) The Associate Chapter shall give the final approval of each semester’s budget.

602.08 The FC will require the appointment of a qualified person, preferably a Certified Public Accountant, to perform a full financial review of the accounts of the Quaestor.

- (i) The accounts will be reviewed at the termination of each Quaestor's term of office or more often, as the committee shall direct.
- (ii) The accounts must be reviewed at least once each school year.

602.09 The FC shall require that the Quaestor submit a copy of the budget, FY financial summary and all financial reviews to the Associate Chapter, the Associate Chapter Advisor, the Grand Praetor, and the General Fraternity.

602.10 The FC shall be responsible for the Financial Policy of the Associate Chapter and its fulfillment. Any Brother who does not abide by the provisions mentioned in these bylaws or hereinafter mentioned for the payment of bills to the Associate Chapter shall be subject to such disciplinary action as deemed necessary by the FC. Statute 7.02 of the Sigma Chi Constitution will be invoked whenever appropriate.

602.11 The Quaestor shall submit at least two (2) budgets to the FC for consideration.

- (i) The FC will revise two (2) budgets for the proposal to the EC.
- (ii) The Quaestor will then propose both budgets to the undergraduate Associate Chapter for consideration.
 - a. The Associate Chapter will then vote on which budget it so desires for the following fiscal year.

602.12 The FC shall meet at least six (6) weeks prior to the end of the fiscal year to consider and prepare at least two (2) possible budgets for the entire fiscal year.

- (i) The FC will propose the two (2) budgets to the EC for initial approval
 - a. If passed by the EC the Quaestor will present the budgets for consideration to the Associate Chapter at the next regularly scheduled meeting.
 - i. The Associate Chapter will vote on which budget it so desires for the following fiscal year.
 - b. If voted down by the EC, the FC will review and revise their proposal and re-present at the following meeting.

602.13 All FC meetings shall allow all Brothers of the Associate Chapter and Brothers of the Sigma Chi Fraternity to attend and have a voice.

Chapter 603 Judicial Board

603.01 The Judicial Board will hereafter be referred to as the “J-Board”.

603.02 The J-Board has three fundamental purposes.

- (i) To hold Pledge Brothers and Brothers accountable to the expectations of the Sigma Chi Fraternity.
- (ii) To respond fairly and decisively to Pledge Brothers and Brothers, who have brought dishonor to the Associate Chapter and the General Fraternity through their actions at any time, while in or out of the Associate Chapter.
- (iii) To hold Pledge Brothers and Brothers accountable for violating any Sigma Chi Governing Law and/or Associate Chapter bylaws.

603.03 The J-Board shall consist of;

- (i) Pro Consul,
 - a. who shall act as Chairman;
- (ii) Four (4) Brothers;
 - a. One (1) from each of the following: freshman, sophomore, junior, senior classes.
 - b. Each will be elected not by the Associate Chapter as a whole but by the Brothers of their respective class.
- (iii) Associate Chapter Advisor
 - a. Shall be welcomed to participate in all proceedings but shall not have a vote.

603.04 The members of the J-Board shall be elected each semester, or as necessary in the case of membership resignation.

- (i) Brothers will serve no more than three (3) consecutive terms.
- (ii) Brothers who are not in good standing may not be a member of the J-Board.

603.05 In the event a Brother currently serving on the Judicial Board shall be the Brother charged before

the board, an undergraduate Brother from the Associate Chapter shall be selected by the Associate Chapter at random to fill his seat.

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ARTICLE VII: VOTING

Chapter 700 General Procedures

700.01 A majority vote with quorum of the Associate Chapter shall decide all questions and debate.

700.02 An abstention shall be considered a null vote and shall not be figured into the calculation for a majority.

700.03 The Consul shall only vote in the case of a tie.

700.04 There shall be no voting by proxy.

700.05 Any decision of a committee may be overruled by a supermajority vote of the Associate Chapter.

700.06 All voting on bids shall be done by public ballot and a separate ballot for each candidate.

700.07 A secret ballot vote is used when a Brother in good standing believes a vote may be swayed due to one Brother voting merely on how another Brother votes. A Secret Ballot can be called upon a vote by any Brother who is in good standing.

700.08 The Consul shall be assisted in the counting of secret ballots by the Pro Consul and Annotator.

700.09 Any Brother may request a roll call vote and if seconded by two (2) other Brothers, the roll call vote must be taken.

700.10 Upon voting for the Sweetheart of Sigma Chi, it is mandatory to have a discussion.

700.11 Alumni Brothers of the Sigma Chi Fraternity retain only the right to voice their opinion on membership et al. They do NOT have the right to vote.

Chapter 701 Eligibility to Vote

701.01 At whatever point a vote is called in the semester, Brothers must have a cumulative GPA of 2.75 or above to be able to vote unless the Brother in question has an EC-approved excuse and has a cumulative GPA no less than 2.5.

701.02 At whatever point a vote is called in the semester, Brothers must have fulfilled their financial obligations to be able to vote unless the Brother in question has an FC-approved excuse.

701.03 At whatever point a vote is called in the semester, Brothers must be free of personal misconduct with the Associate Chapter to be able to vote unless the Brother in question has a J-Board approved excuse.

Chapter 702 Recruitment

702.01 (Sigma Chi Constitution, Statute 3.10) No person shall be Pledged to membership of Sigma Chi Omicron by less than a ninety (90%) percent vote of approval by the Brothers present and voting at a regular or special meeting.

702.02 Brothers must attend at least 75% of formal recruitment events to be able to vote for bidding.

Chapter 703 De-pledging

703.01 No Pledge Brother may be de-pledged except by the following procedures and provisions:

- (i) Withdrawal from Insert University Name prior to the completion of the Preparation for Brotherhood Program of the Sigma Chi Fraternity.
- (ii) If found in any way to be in violation of the Federal, State, City, University, General Fraternity or Associate Chapter regulations.

Chapter 705 Initiation

705.01 No person shall be initiated unless passed by a supermajority vote for final approval. The Associate Chapter shall make this vote during a regular or special Associate Chapter meeting.

- (i) This meeting shall not take place more than three (3) weeks prior to Initiation.

Chapter 706 Affiliation

706.01 Affiliations with this Associate Chapter shall require a supermajority approval among the Brothers.

Chapter 707 Adoption & Amendment of Bylaws

707.01 A supermajority vote by the Associate Chapter shall be necessary to pass an amendment to these Bylaws.

- (i) In addition, the Amendment will have full force and effect immediately following the favorable vote.
- (ii) Must have quorum.

Chapter 708 Impeachment

708.01 Any office can be declared vacant and the Brother impeached by a supermajority vote from the Associate Chapter,

- (i) A Brother of the Associate Chapter must openly state charges against the officer one (1) week prior to the meeting at which the impeachment vote is to be taken.

Chapter 709 Vote of Confidence

709.01 When a vote of confidence is called upon, any Officer or Committee chairman who does not receive a simple majority of votes in his favor shall resign from such office and responsibility.

ARTICLE VIII: FINANCIAL POLICY

Chapter 800 General Policies

800.01 Each member of the Associate Chapter, including Alumni Brothers, shall faithfully discharge his financial obligation to the General Fraternity HQ and to the Sigma Chi Omicron Associate Chapter.

800.02 The Associate Chapter is not a bank or financial institution. Neither the Quaestor nor any other Brother is permitted to provide a personal loan of any size or duration to a Brother, Pledge Brother, or any other party from Associate Chapter funds or accounts.

800.03 All Associate Chapter funds must remain accountable by the FC and not be co-mingled in any unauthorized vessel not cleared by the Alumni Financial Advisor or the EC.

800.04 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). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Chapter 801 Budgeting

801.01 The Associate Chapter shall base its finances on an **ANNUAL** budget.

- (i) The budget shall be approved and announced at least four (4) weeks or thirty (30) calendar days, whichever is greater, prior to the beginning of the fall term.

801.02 The proposed annual budgets shall be based on the number of Brothers in Good financial standing, entering the fall term.

- (i) Proposed budgets shall NOT “bet-on-the-come” of projected numbers by the end of any given term.
 - a. i.e. Financially suspended Brothers returning or projected new Brothers.

801.03 Budgets shall be made public to the Associate Chapter, alumni advisors, and reported in the Sigma Chi Chapter System once approved.

Chapter 802 Pledge Fees & Dues Budget

802.01 The Pledge Brother's dues for the Associate Chapter shall be determined each semester by the finance committee, according to the budget needs subject to the approval of the Associate Chapter. These dues must include, at a minimum the following considerations:

- (i) One hundred dollars (\$100) General Fraternity; Form 400A fee.
- (ii) Two hundred dollars (\$200) General Fraternity; Form 400C fee.
- (iii) Seventy-five dollars (\$75) Risk Management fee.

Chapter 803 Chapter Fees & Dues Budget

803.01 The Associate Chapter dues for undergraduate Brothers from which allocations shall be made to

social and active programs shall be determined each semester by the finance committee, according to the budget needs subject to the approval of the Associate Chapter. Dues shall be collected as one fee. These dues must include following considerations, at a minimum, per brother:

- (i) Two hundred dollars (\$200) General Fraternity; Form 400C fee. (One time)
- (ii) Two hundred dollars (\$200) General Fraternity dues (One time).
- (iii) Total of five hundred dollars (\$500) General Fraternity fees, per brother.
- (iv) Risk Management fee, as set by the RMF, (per semester.)

Chapter 804 Billing

804.01 All Brothers shall be billed at least four (4) weeks prior to the beginning of each semester.

804.02 Any bills sent to a Pledge Brother, Brother, or Alumni Brother shall be an itemized invoice to show a breakdown of costs.

804.03 All Pledge Brothers must fulfill their financial obligations within two (2) weeks of billing.

Chapter 805 Payment

805.01 All checks shall be made payable to “Sigma Chi Omicron.”

805.02 There shall be no cash payments accepted by the Quaestor or permitted by the Associate Chapter.

805.03 All bills will be due and payable to the Associate Chapter on the first day of each semester.

805.04 All bills will be delinquent if not paid by midnight on the tenth (10th) day after the due date or deemed by the Quaestor unless a Pledge Brother or Brother has requested, in writing, and is granted a ten (10) day extension so that they may request permission to meet with the FC to ask to enter into a payment plan.

Chapter 806 Financial Suspension

806.01 Financial suspension shall be carried out as prescribed in Sigma Chi Statute 7.02.

806.02 Once a Brother is suspended from the Associate Chapter, a collection agency shall be contacted to recover the money rightfully owed to the Associate Chapter and General Fraternity.

806.03 Delinquency is defined as having an outstanding balance over zero dollars (\$0) from the previous semester. Brother(s) who owe any money from the previous semester will be suspended from the Associate Chapter;

- (i) The Brother will not have a vote on Associate Chapter issues;
- (ii) Will not be able to play on intramural sports teams directly related to the Fraternity;
- (iii) Will be on social probation until the debt is paid in full;
- (iv) Financial suspension proceedings will begin at such time any Brother becomes delinquent;
- (v) The Brother will not be eligible for initiation.

Chapter 807 Promissory Notes

807.01 All Brothers must have a signed Promissory Note on file with the FC.

- (i) The FC shall create notes based on one (1) promissory note per member, per semester, per charge.

807.02 Only one promissory note per charge shall be outstanding at one time for any one (1) Pledge Brother or Brother.

807.03 A promissory note is paid only when the full amount listed on the note is paid to the Associate Chapter.

807.04 A Brother will become eligible for financial expulsion when a promissory note is broken.

807.05 Money from a previous promissory note cannot be added to another promissory note.

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ARTICLE IX: CONDUCT POLICY

Chapter 900 Personal

900.01 Any violation of Statute 3.18 of the Sigma Chi Fraternity Governing Laws shall be subject to the disciplinary action of the Judicial Board (J-Board).

900.02 All guests of Brothers are subject to all rules that apply to Associate Chapter Brothers.

- (i) Brothers are responsible for their guests' actions and informing guests of said policies.
- (ii) Brothers are responsible for any damages, citations, or complaints caused by their guests.

Chapter 901 Interaction with Pledges

901.01 Every Initiated Brother shall treat Pledge Brother(s) of the Associate Chapter with a level of respect and esteem appropriate with the ideals of the General Fraternity.

901.02 Any Brother in violation of the foregoing ruling shall be subject to the disciplinary action of the J-Board and at their discretion be subject to the action as put forth in Statute 7.01 of the Governing Laws.

Chapter 902 Illegal Substances

902.01 There shall be no U.S. Federally illegal drugs, including but not limited to marijuana, present at any function associated with Sigma Chi Omicron or any other function where Sigma Chi is represented or on any property owned or operated by Sigma Chi regardless of local legal status.

902.02 The manufacture or distribution of any illegal or controlled substance at any time is grounds for immediate removal from Sigma Chi housing and the member will be referred to the Associate Chapter's Judicial Board for immediate expulsion proceedings.

Chapter 903 Alcohol

903.01 No alcoholic beverages may be purchased through or with Associate Chapter funds nor may the purchase of the same for Brother or guests be undertaken or coordinated by any Brother in the name of or on behalf of the Associate Chapter.

- (i) The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example kegs or cases, is prohibited.

903.02 Open parties, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, where alcohol is present, are prohibited.

903.03 No member, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

903.04 Sigma Chi Policy on Alcohol and Social Events shall be strictly enforced by the Associate Chapter.

- (i) Associate Chapter functions will be capped at a maximum size of a ratio following three (3) guests per Brother present or at the compliant size for the host facility's fire code.

903.05 All alcohol present at any Sigma Chi Omicron__ function must be served by a licensed, 3rd party vendor with all local & state policies adhered to including, but not limited to, Sigma Chi's Policies on Alcohol and Drugs.

Chapter 904 Firearms

904.01 At no time may any Brother, Pledge Brother or guest have, or bring, a loaded firearm, replica firearm, or airsoft gun into an Associate Chapter event or Sigma Chi facility.

- (i) This includes all pistols, rifles, shotguns, BB guns, all other firearms, and ammunition.

Chapter 905 Sexual Harassment

905.01 The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional.

- (i) This is to include any actions, part of its members, whether physical, mental or emotional.
- (ii) This is to include any actions, activities or events, whether on Associate Chapter premises or an off-site location which are demeaning to any individual or group, including but not limited to verbal harassment and sexual assault by individuals or members acting together
- (iii) This is to include on or off campus, during or between semesters, and after undergraduate graduation.
- (iv) The employment or use of strippers, exotic dancers or escorts, whether professional or amateur, at an Associate Chapter event as defined in this policy is prohibited.

Sigma Chi Omicron - Iowa State University

ARTICLE X: JUDICIAL PROCESS

Chapter 1000 Accusations

1000.01 Accusation

- (i) An accusation occurs when a member of the community informs the Associate Chapter Consul or member of the EC of an infraction:
 - a. A witness including guests of a Brother.
 - b. Another Pledge Brother/Brother/Alumni Brother.
 - c. The IFC, any other council, or Campus Life Office/FSL.
 - d. The Host Institution.
 - e. Another credible source including but not limited local law enforcement, campus security, or county/state authorities.

1000.02 The EC, if appropriate, will automatically and immediately suspend from all Associate Chapter activities (social events, intramural events, pledge interaction, etc.) the Brother(s) involved in the incident.

- (i) The suspension shall not exceed fifteen (15) days and shall be pending the outcome of an investigation and decision by the J- Board.
- (ii) The suspension shall be delivered in writing to the Brother(s) involved by the J-Board.

Chapter 1001 Investigation

1001.01 Investigation of Incident

- (i) The Consul shall contact the Pro Consul, who in his capacity as 'prosecuting attorney' on behalf of the Associate Chapter shall notify the other board members, begin collecting facts and, if necessary, set a trial date. The trial must take place within fifteen (15) days of suspension.
- (ii) The Pro Consul shall notify the Brother(s) accused immediately and give him (them) forty-eight (48) hours to respond to the allegations. Responses should be given to the Consul and J-Board Chairman.
- (iii) Failure of the Brother(s) to reply within the designated time-period will result in a plea of no contest. ("No Contest" does not imply guilt or innocence.)

Chapter 1002 Trial

1002.01 Trial

- (i) A trial shall be held on the date set by the J-Board Chairman unless the Brother(s) admits guilt, in which case a trial is waived, and the J-Board shall apply the appropriate punishment.
- (ii) The date shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
- (iii) The J-Board shall be presented with all the facts and choose to either:
 - a. Make a ruling.
 - b. Hear further testimony from the witnesses, accused Brother(s), and any other person(s) the J-Board deems relevant. In this case, a decision will be rendered after the additional testimony.

Chapter 1003 Sanctions

1003.01 Punishments/Sanctions

- (i) If the Brother(s) is found guilty, the punishment shall be assigned according to a tier system based on which level the offense falls. The J-Board will levy a first offense punishment from the first tier unless the incident is of a serious enough nature to warrant the initiation of the General Fraternity trial board proceedings. On a level two offense, the J-Board shall assign punishment from the second tier, and so forth. Each time a Brother(s) is brought before the J-Board during any given semester he shall be given a higher tier of punishment (Sanctioned Brother(s) are not exempt from normal Associate Chapter obligations, including Associate Chapter financial obligations, and Associate Chapter meeting attendance.)
 - a. An officer designated by the J-Board shall oversee the punishment of the Brother.
 - i. For example, if a Brother is sentenced to do extra study hours, this is overseen by the Scholastic Accountability Chairman and so forth.
- (ii) Tiered Sanctions
 - a. Tier 1
 - i. Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party (or Parties) will not engage in the prohibited activity again.
 - ii. If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident.
 - b. Tier 2
 - i. Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party (or Parties) will not engage in the prohibited activity again.
 - ii. If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident.
 - iii. Ten (10) hours of community service to the Associate Chapter, Institution, or community, to be decided by the J-Board and overseen by the Philanthropy Chairman Four (4) extra hours of Study Hours.
 - iv. Social Probation from the next scheduled Social Event.
 - c. Tier 3
 - i. Cost of repairs, if destruction is the cause of the Brother being sent to J-Board. (Minimum of two or more of the sanctions below).
 - ii. If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident.
 - iii. Fifteen (15) hours of community service to the Associate Chapter, Institution, or community, to be decided by the J-Board and overseen by the Philanthropy Chairman.
 - iv. Loss of voting rights for the next Associate Chapter Meeting.
 - v. Six (6) extra hours of Study Hours.
 - vi. Social Probation from the next 2 scheduled Social Event.
 - d. Tier 4
 - i. Cost of repairs if destruction is the cause of the Brother(s) being sent to J-Board plus bill being sent to parent of said Brother(s) if this is his 2nd offense for destruction.
 1. If a Brother(s) has been already been sent to J-Board for 1st offense destruction and has not paid the fine and/or cost of repair in the time stated by the J- Board, the bill of the

- fine and/or cost of repairs shall be sent to said Brother(s) parents. (Minimum of three or more of the sanctions below).
 - ii. If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident at the satisfaction of the EC.
 - iii. Fifteen (15) hours of community service to the Associate Chapter, Institution, or community, to be decided by the J-Board and overseen by the Philanthropy Chairman.
 - iv. Eight (8) extra hours of Study Hours.
 - v. Loss of voting rights for the rest of the semester or year, depending on severity.
 - vi. Social Probation for the rest of the semester or year, this includes Derby Days
- e. Tier 5
 - i. The Associate Chapter will initiate a temporary expulsion of a member.
 - ii. The J-Board committee will decide the time of expulsion.
- f. Tier 6
 - i. The Associate Chapter will initiate conduct expulsion proceedings pursuant to the Statute No. 7.01 of The Sigma Chi Governing Laws and International EC Regulations 7.01-1 through 7.01-8.

Chapter 1004 Appeal

1004.01 To file an appeal, the Brother(s) must make a written request to the J-Board Chairman and Consul who will forward the information to the Associate Chapter Advisor with the transcripts from the trial within three (3) days of said trial.

1004.02 Before an appeal is heard there must be proof that due process was not served, i.e. right to face accuser, right to be privy to all evidence, right to an appeal, right not to testify against oneself.

1004.03 Any appeal shall be heard by the Associate Chapter Advisor, or in his absence or unavailability, within fifteen (15) days of the decision by the J-Board.

1004.04 A final appeal can be made to the Grand Praetor of the Province.

- (i) The Grand Praetor will not hear the case nor make a determination, rather following E7.01-5 of the governing laws, will appoint a trial board to handle the case.
 - a. The trial board will follow the provisions of E7.01-5
 - b. All decisions of the trial board will be final.
 - c. All report of the entire proceedings will be filed with the General Fraternity. This report will include;
 - i. The incident,
 - ii. The J-Board proceedings, findings and decision,
 - iii. Associate Chapter Advisory & House Corporation President Appeal; proceedings, findings and decision
 - iv. Trial Board Report