



SIGMA CHI FRATERNITY ZETA UPSILON CHAPTER

Chapter Bylaws

Preamble.....	Page 2
Article 1. Membership.....	Page 2
Section 1. Rush	
Section 2. Pledging	
Section 3. Initiation and Affiliation	
Article 2. Meetings.....	Page 3
Section 1. Chapter Meetings	
Section 2. Attendance	
Section 3. Voting	
Article 3. Officers.....	Page 4
Section 1. Chapter Officers	
Section 2. Duties of Officers	
Section 3. Nomination and Election of Officers	
Section 4. Scholastic Eligibility	
Section 5. Vote of Confidence	
Article 4. Committees.....	Page 8
Section 1. Committees	
Section 2. The Executive Committee	
Section 3. The Finance Committee	
Section 4. The Pledge Committee	
Section 5. The Alumni Committee	
Section 6. The Social Committee	
Article 5. Financial Obligations.....	Page 9
Section 1. Dues	
Section 2. Quaestor's Report to the Executive Secretary	
Article 6. Amendments.....	Page 9
Section 1. Procedure to Make Amendments	
Section 2. Balloting on Amendments	
Article 7. Judicial Policy.....	Page 10
Section 1. Personal Conduct	
Section 2. Judicial Board Structure	
Section 3. Judicial Process	
Article 8. Housing.....	Page 12
Section 1. Regarding Housing in the Sigma Chi House	
Article 9. General.....	Page 12
Section 1. Distribution of Bylaws	
Section 2. Bylaw Review	
Section 3. Regulations Regarding Active Chapter Bylaws	
Section 4. Policy Regarding Drug Use	
Section 5. Regarding Destruction of Property	

Bylaws of the Zeta Upsilon Chapter of the Sigma Chi Fraternity

Preamble

Believing that where there is law there is liberty and in order to perpetuate our Brotherhood, We the members of the Zeta Upsilon Chapter of the Sigma Chi Fraternity do hereby establish these bylaws for the government of our chapter, and solemnly promise to obey them.

Article 1. Membership

Section 1 Rush

- I. No person shall be pledged to membership in the Zeta Upsilon Chapter of the Sigma Chi Fraternity except by the unanimous vote of the members present and voting at a regularly scheduled chapter meeting or rush selection session.
 - A. At the Rush Voting Meeting, the brothers will discuss the candidate and then the Recruitment Chairman will call for vote.
 - i. The Rush Chairman may hold as many rush meetings as he so desires, but only three are mandatory for the brotherhood to attend.
 - ii. The three mandatory meetings will be held after each Rush Open House.
 - iii. The Rush Chairman and his personally appointed assistant shall run the meetings.
 - iv. The Rush Chairman shall be **impartial** and has no vote.
 - B. The three options for the voting are a no vote, a pro-vote and a yes vote.
 - i. A pro-vote gives the brother the opportunity to reexamine the candidate before the next Rush Selection Meeting. If no reply is made to the Rush Chair by the beginning of the next Rush Selection Meeting, then the pro-vote transforms into a yes vote.
 - ii. If three or more brothers issue a pro-vote for a candidate, those pro-votes equate to a no vote.
 - iii. Each brother receives only one vote.
- II. A quorum consisting of at least fifty percent (50%) of the active chapter will be necessary in order to vote on a candidate for pledging during a rush meeting or during a regularly scheduled chapter meeting.

Section 2. Pledging

- I. Pledging shall officially begin the evening of the day bids are signed. This will be before the first chapter meeting and mark the conclusion of rush.
 - A. This is mandatory for all brothers to attend.
- II. During pledging, each pledge must:
 - A. Pass all weekly pledge quizzes.
 - B. Get the signatures of at least 3/4 of active brothers in good standing with the Chapter.
 - C. Attend all pledge events the Magister determines mandatory.
 - D. Attend all clean ups.
- III. No pledgeship can be broken except by:
 - A. A majority vote of the active chapter, or by an agreement between the pledge and Magister. (Grand Consul Ruling)
 - B. If the pledge has lost three or more links.
 - C. If a pledge has not been initiated by the end of the second semester following his pledging (including the semester pledged), because of financial or scholastic ineligibility, or any other reasons that make him unable to initiate.
 - D. The negative votes of at least six eligible voting members of the active chapter to defer the initiation of a pledge who is otherwise eligible. Such a vote shall be held ten days prior to Indoctrination Week in order to comply with General Fraternity deadlines for filing Initiation forms.
 - i. All pledge voting concerning membership selection, pledgeship termination, etc. shall be governed by open ballot.

Section 3. Initiation and Affiliation

- I. No person shall be initiated into membership of the Zeta Upsilon Chapter of the Sigma Chi Fraternity unless:
 - A. The chapter has written certification that the said pledge has maintained a 2.25 average or better—in all subjects carried for the semester prior to, or immediately preceding initiation, and is in good academic standing with the College. Such certification shall come from the proper College officials.

- B. The pledge has received a determined amount of instruction by the Executive Committee under the tutelage of the Magister and has passed the official pledge examination and after certification in writing from the Grand Praetor that the person desiring initiation has passed the said examination.
- II. All pre-Initiation and Initiation procedures not included in the Ritual, Ritualistic manual, or Magister's Manual of the Sigma Chi Fraternity are prohibited, particularly any type of "hazing," dangerous, wasteful, or fatiguing activity. (Policy statement issued August 1976).
- III. A majority vote of the chapter will be required to affirm affiliation. (Sigma Chi Constitution)

Article 2. Meetings

Section 1. Chapter Meetings

- I. A regular formal chapter meeting shall be held weekly on a day and time determined by the chapter. Any change in this schedule shall be approved by the Consul, in writing at least twenty-four (24) hours prior to the regularly scheduled meeting.
 - A. The first Chapter meeting will be held on the determined day of the week following bid-signing day.
 - B. Meetings held prior to bid-signing day will be business only and not include ritual.
 - C. A quorum shall consist of 50% of the voting membership of the active chapter.
- II. Special chapter meetings may be called by the Consul at any time and shall be called by him upon the request of five brothers. In both cases, due notice shall be given in writing concerning the time of the meeting (24 hours).
- III. All chapter meetings shall be conducted according to the provisions of division one of the Ritual of the Sigma Chi Fraternity. Procedures not covered in the Ritual of the Sigma Chi Fraternity shall be conducted according to The Consul's Rules of Order.
- IV. The Annotator shall post a copy of the minutes of each regularly scheduled chapter meeting within 24 hours of its adjournment.

Section 2. Attendance

- I. In accordance with the Ritualistic Statutes, it is required that all members attend the regular chapter meetings and ceremonies. It is the responsibility of a brother missing the meeting to find out all necessary information given and actions taken at the missed meeting.
 - A. Only a legal excuse as described below shall be a valid reason for absence at a regular chapter meeting.
 - i. Emergency
 - ii. Personal illness
 - iii. Serious illness or death in the family.
 - iv. Work of a compensatory nature (not schoolwork).
 - v. A college athletic event if the brother is playing a collegiate-level sport.
 - vi. Other excuses, at the discretion of the Consul and subject to a 2/3 overruling by the active chapter.
 - B. Any brother who misses two chapter meetings in a semester without a legal excuse (as described above) shall lose access to the chapter test bank for the remainder of the semester.
 - C. Any brother who misses three chapter meetings in a semester without a legal excuse (as described above) shall lose his voting rights for the remainder of the semester and will not be allowed to run for an Executive Board position in the next election.
- II. Attendance at the final initiation ceremony and the bid day ceremony is mandatory for all active brothers unless a brother requests a legal excuse (as described in above) one week before the event. Absent brothers without a legal excuse will not be able to attend Sweetheart or Campout formals, depending on the semester, and will lose all voting rights for the year.

Section 3 Voting

- I. A quorum of at least 50% of active brothers is necessary to vote on any given issue.
- II. Voting shall be in accordance with The Consul's Rules of Order.
- III. Each brother has only one vote.
 - A. There shall be no vote by proxy.
- IV. A majority vote shall decide all questions unless otherwise provided by the law. The Consul shall vote only to break a tie.
- V. Any three brothers may demand a secret ballot.
- VI. Voting Privileges can be taken away if:
 - A. Any brother who misses three meetings (including regular chapter meetings and rush meetings) shall lose his voting privileges until such time as he has attended two consecutive meetings.
 - B. Any brother who misses the initiation ceremony shall lose his voting privileges for a Consul-decreed length of time.

- C. Any brother owing back dues of any kind shall not be permitted to vote until he has fulfilled his financial obligations.
- D. Any brother who faces disciplinary charges from the Judicial Board or Executive Committee shall lose his voting privileges for a period to be decided by the sanctioning body.
- E. Any brother who is delinquent in the payment of fines shall be subject to the provisions concerning non-payment of bills set forth in the Sigma Chi Constitution (Statute 7, 7.01). All fines shall be subject to appeal to the Executive Committee within 3 weeks after being levied. After 3 weeks fines shall not be appealed.

Article 3. Officers

Section 1. Chapter Officers

- I. The officers at the Zeta Upsilon Chapter of the Sigma Chi Fraternity shall be those prescribed in the Sigma Chi Ritual, and, in addition, such officers as are necessary to perform the administration of the chapter.
- II. The elected officers of the Zeta Upsilon chapter of the Sigma Chi Fraternity shall be: Consul, Pro Consul, Magister, Quaestor, Annotator, Rush Chairman, Tribune, Risk Manager, Social Chairman, Philanthropy Chairman, Chapter Editor, Kustos, Historian, Scholarship Chairman, Steward, In-House Executive, Out-House Executive, Sweetheart Chairman, Special Events Chairman and Retreat Chairman.
 - A. The Consul shall appoint the Athletics Chairman, Sunshine Chairman, and other such officers which he deems necessary, subject to approval by the active chapter.

Section 2. Duties of Officers

- I. The Consul
 - A. The Consul is the President and Chief Executive of the Chapter, and as such is responsible for everything that the Chapter does or fails to do.
 - B. To meet this responsibility, the Consul must delegate responsibilities and duties to other officers and members of the active Chapter.
 - C. The ongoing analysis of the Chapter's position, standing, and purposes; its existing potential problems; and its goals and/or priorities, is the responsibility of the Consul and of any Brother and/or Officer to whom the Consul has delegated his authority.
 - D. A working knowledge of the Sigma Chi Constitution, Statutes, and Ritual, Chapter Bylaws and policies, and campus and inter-fraternity regulations and procedures must be maintained and all pertinent provisions carried out and enforced.
 - E. A close relationship and communication with the Chapter Advisor, Grand Praetor, General Headquarters, University and Inter-Fraternity Officials must be maintained. As President of the Chapter, the Consul is its most visible example and spokesman.
 - F. He presides over Chapter Meetings and such other Chapter affairs and activities as appropriate.
 - G. He maintains an up-to-date knowledge and is constantly in the forefront of all Chapter and member developments and activities.
 - H. He is responsible for the security of the Chapter and member developments, opinions, and activities.
 - I. He is required to attend the Balfour Leadership Training Workshop during the summer after his election.
- II. The Pro Consul
 - A. As Vice President of the Chapter, he works closely with the Consul in carrying out the above responsibilities and other such duties the Consul may request.
 - B. He is the Chairman of the Chapter Executive Committee, administering its affairs and taking full responsibility for its effective functioning.
 - C. He is the coordinator of the work of the chapter committees, and effects liaison between them, the Chapter, and the Executive Committee.
 - D. He must be prepared to effectively assume the duties of the Consul should the Consul be absent or unable to serve.
 - E. He is the coordinator of Chapter preparations for and conducts the Indoctrination and Initiation activities.
 - F. He directs the newly initiated brothers in Post-Initiation Training activities.
 - G. He is required to attend the Balfour Leadership Training Workshop during the summer after his election
- III. The Annotator
 - A. He keeps accurate records, reports, and minutes of all Chapter meetings and such other meetings of the Chapter as required and transcribes the records into the Chapter minutes book.
 - B. He furnishes the Chapter Officers and the Grand Officers with such information as they may require and/or request.
 - C. He is responsible for organizing and maintaining the Chapter's administrative files and records.
 - D. He is responsible for the maintenance of the Chapter's permanent record of members' personal data and information.
 - E. He is responsible for the recording of attendance at chapter meetings.
 - F. He is responsible for the compiling and maintenance of housing points.
- IV. The Quaestor

- A. As Treasurer of the Chapter, he collects and preserves all moneys due to the Chapter, and disburses moneys as the Chapter needs and directs, consistent with the requirements of good business and proper fiscal procedure, the policies of the Fraternity, and the availability of Chapter resources.
 - B. He prepares a budget before the start of each fiscal year, presents it to the Executive Committee, to the active Chapter, and to the Chapter Advisor, and sees that its provisions are followed, consistently reviewing operations to ensure that the Chapter operates within its means.
 - C. He keeps accurate, complete, and up-to-date records of all chapter financial functions, using the Fraternity approved bookkeeping system or other appropriate methods at his discretion.
 - D. He ensures that all dues, fees, and fines owed the Chapter and/or the Fraternity by members and/or pledges are paid out on time, and that specified enforcement procedures are carried out for overdue accounts.
 - E. He sees that the Chapters' financial obligations to the Fraternity are met promptly.
 - F. He is responsible for providing to the General Headquarters, Chapter Advisors, and the Grand Praetor the specified monthly financial and semiannual reports, as well as the budget and review of operations at the end of the year. He also ensures that the required reports are provided to Federal and state tax and Social Security officials.
 - G. He is responsible for communicating and ensuring the awareness and exercise of the Chapter and individual financial obligations among the members and pledges.
 - H. He is responsible for sending a bill to each brother at the beginning of each semester with payment options.
 - I. He is responsible for sending a bill to each pledge at the beginning of their pledge period with payment options.
 - J. He is responsible for sending a letter home to the pledge's parents explaining the financial obligation to the chapter.
 - K. He is required to attend the Balfour Leadership Training Workshop during the summer after his election.
- V. The Magister
- A. He is responsible for the planning, articulation, organization and leading the conduct of the Sigma Chi Chapter program for the preparation of pledges for Initiation and for their preparation to become committed, responsible, and active brothers.
 - B. In so doing, he must work to ensure understanding and support of and involvement in the Program by all members of the active Chapter.
 - C. He is responsible for creating and enacting a Pledge Program, which instills the ideals of Sigma Chi and the development of pride and commitment through learning, participation, and responsibility.
 - D. He must ensure, along with the rest of the active Chapter, that any activities, which are considered hazing under the Fraternity definition be strictly prohibited.
 - E. He must establish and guide the Pledge Program with the intent to emphasize individual responsibility and motivation in scholastic achievement.
 - F. He directs and conducts the Program based on and consistent with Sigma Chi pledge objectives, programs, and materials, and ensures that the official pledge-initiation report forms and fees are furnished on time to the General Fraternity.
 - G. He is the general overseer of Chapter preparations for and assists the Pro-Consul in conducting Indoctrination and Initiation activities.
 - H. He assists the Pro Consul in the Post Initiation Training activities.
 - I. He is required to attend the Balfour Leadership Training Workshop during the summer after his election
 - J. He is responsible for attending and running every pledge meeting barring a legal excuse subject to approval of the consul
 - K. He is responsible for running pledge cleanups.
- VI. The Tribune
- A. He is responsible for correspondence between the chapter and the alumni through electronic and paper newsletter to be sent out at least once a semester.
 - B. He is responsible for keeping Alumni informed about up-coming events.
 - C. He is responsible for keeping alumni contact information in an up to date and organized format.
 - D. He is responsible for planning and organizing Homecoming activities.
 - E. He is responsible for allocating the homecoming budget in correspondence with the Quaestor.
- VII. Rush Chairman
- A. He is the planner, organizer, and coordinator of the Chapter's Rush Program, instilling a year-round awareness of its importance as well as implementing specific programs and scheduled activities.
 - B. His role should focus on increasing the effectiveness of Chapter rush and not on single-handedly assembling the pledge class.
 - C. To this end, he is responsible for involving the entire Chapter in rush, as well as for coordination of communication with rushees through rush publications and printed matter in adherence to campus and Fraternity regulations.
 - D. He ensures that all men who receive recommendations are given effective rush, and that all Brothers sending recommendations receive an acknowledgement and notification of the outcome.
 - E. He is responsible for the emphasis during Rush on awareness of all academic and financial obligations required for membership, as well as for any information to parents stressing the values of fraternity membership in general, as well as, in Sigma Chi.
 - F. He is required to attend the Balfour Leadership Training Workshop during the summer after his election.

- VIII. The Chapter Editor
- A. He is responsible for the preparation and publication of all Chapter-printed periodicals and materials.
 - B. He must supply the editor of Sigma Chi publications at the General Headquarters quarterly articles of news and photos of Fraternity-wide interest about the active Chapter and its members, as well as nominations for All-Sigma Chi athletic teams, copies of all chapter publications, and such other information as the Editor of Publications may request.
 - C. He prepares and distributes news releases and information to campus, college, community, and hometown news media about chapter events, public service projects, and news of members.
 - D. He is responsible for maintaining and updating the chapter website.
- IX. The Social Chairmen
- A. There shall be two elected social chairmen per semester.
 - B. He is the planner and organizer of all chapter social functions.
 - C. He will create and present a calendar for the year's social events.
 - D. He is responsible for teaching new members about event management.
 - E. He is responsible for assembling members to set up social events.
 - F. He is responsible for overseeing all in-house social events and handling all administrative issues that arise during said events.
- X. The Kustos
- A. He is responsible for the privacy and care of the chapter room and conduct of chapter meetings and such other gatherings as the chapter may specify and carry out such other tasks as the Consul may direct.
 - B. He is responsible for seeing that all Ritualistic materials are in place before the regularly scheduled Chapter meetings and such other official functions where Ritualistic materials may be needed.
 - C. He is responsible for making sure that the Ritual is carried out correctly, and instills in the Brotherhood the proper respect for the Ritual.
- XI. The Historian
- A. He is responsible for gathering and making a permanent record of chapter activities, events and members, in the form of a scrapbook or chapter history or in such other manner as desired.
 - B. He is responsible for care and preservation of the library and historical records and properties of the chapter.
 - C. He shall furnish the Grand Historian with such information as he may request, and assist in the preparation of chapter historical material for General Fraternity publications.
 - D. He is responsible for ordering and scheduling composite photos and maintaining all pertinent documents with regards to the composite.
 - E. He assists the Consul and other Officers in the coordination and submission of all officer reports, and supplies the General Headquarters, Grand Praetor, Chapter Advisor, and College officials with reports of new officers and other information as required.
- XII. The Scholarship Chairman
- A. He is responsible for maintaining a high priority for learning and scholastic achievement among active members and pledges, and for keeping a suitable atmosphere for study in the Chapter house.
 - B. He provides information on resources and assistance available to active and pledge brothers, including those aids available to the Chapter, to the General Fraternity, and to the College at large, specifically such information as pertains to tutoring, counseling, and financial aid.
 - C. He is responsible for the planning and conduct of Chapter programs of educational emphasis, including faculty discussions, Chapter awards, and Chapter programs of a campus wide nature.
 - D. He assists the Consul in the maintenance by the Chapter of General Fraternity and College academic requirements.
 - E. He assists the Rush Chairman and Magister in emphasizing academic priorities in the conduct of the rush and pledge programs, by organizing a weekly study hall for the pledges and establishing an academic assistance plan to aid the pledge brothers in reaching the academic standards expected of them.
- XIII. The Steward
- A. He is responsible for coordinating the food service operation and attaining any supplies necessary for food serve operation.
 - B. He is responsible for organizing chapter meals and pledge meals.
 - C. He is responsible for cooking all food during Rush events.
- XIV. The Athletic Chairman
- A. He is in charge of chapter participation in intramural, as well as, special chapter events.
 - B. He is responsible for turning in rosters of intramural teams on time.
 - C. He is responsible for keeping brothers informed of upcoming events, games, matches, etc.
- XV. The Philanthropy Chairman
- A. He will be responsible for organizing volunteer activities involving the college community as well as the surrounding community.
 - B. He will inform the house of any philanthropic events and organize members to participate.
 - C. He will plan and organize Derby Days

- D. He will plan the fall philanthropy event
- XVI. Retreat Chairman
 - A. He will plan organize the fall Campout formal.
 - B. He will be responsible for planning and organizing the pledge retreat
- XVII. In-House Executive
 - A. He shall serve on the executive committee as a representative of the members living in the house.
 - B. He shall be responsible for the maintenance of the chapter house and its furnishings.
 - C. He shall be responsible for overseeing the completion of the pledge project.
 - D. He shall be responsible for maintaining and keeping the house tools.
- XVIII. Out-of-house Executive
 - A. He shall serve on the executive committee as a representative of members not living in the house.
- XIX. The Sweetheart Chairman
 - A. He will plan and organize the Sweetheart Formal occurring at the end of each spring semester.
- XX. The Special Events Chair
 - A. He is responsible for planning and organizing all events not listed under the responsibilities of the social chair, specifically the Parents Weekend events, the Homecoming Reception, Christmas Date Party, and the Valentine's Date Party.
- XXI. The Risk Managers
 - A. There will be three elected risk managers.
 - B. He is responsible for continually anticipating potential safety problems within and affecting the Chapter.
 - C. At least one risk manager must remain sober at all parties.
 - D. To be elected risk manager, a brother must be TIPS I trained.
 - E. He is responsible for correcting—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.
 - F. Risk Manager should find out which brothers are not drinking when the Fraternity is having off-campus parties, so brothers can serve as emergency designated drivers; because the Risk Manager may not find a brother to drive during an emergency, he should always have the number of a taxi service available.
 - G. Advise the executive committee and chapter advisor of any measures necessary to prevent major problems or unfavorable situations from developing.
 - H. Assist other officers of the chapter in incorporating safety and risk management into their own programs and offices.
 - I. Must notify the Chapter when TIPS training sessions will be.

Section 3. Nomination and Election of Officers

- I. Nominations for officers will be held at the chapter meeting four weeks prior to the end of the fall semester.
 - A. With permission of the Consul, a brother may run for office while being absent from elections.
 - B. Newly Initiated Brothers shall be permitted to run for any non-executive offices.
 - C. A member may not be elected to any executive position if they have not obtained their badge.
- II. Voting and election of officers will take place at the chapter meeting three weeks prior to the end of the fall semester.
 - A. The order the offices will be voted on is Consul first, followed by Pro-Consul, Magister, Quaestor, Rush Chair, Annotator, Tribune, and Philanthropy Chairman.
- III. Installation of newly elected officers shall occur at the next regularly scheduled meeting following initiation.
- IV. The terms of office for officers, both elected and appointed, shall be for one year, from the time of installation or appointment
 - D. The Social Chairmen, In-House Exec, Out-of-House Exec, Risk Manager, Sweetheart Chairman, Retreat Chairman, and Steward, shall be for one half year from the time of installation.

Section 4. Scholastic Eligibility

- I. No person in the active chapter may hold office or be nominated unless he has maintained, in the semester prior to his nomination, a scholastic average of 2.25 or better, which is a prerequisite to initiation into the Sigma Chi Fraternity.
 - A. If, at any time during his office, a brother falls below this scholastic average, his office shall immediately be declared vacant.

Section 5. Vote of Confidence

- I. Any officer or committee chairman of the active chapter may be removed from his office or committee for non-exemplary conduct, behavior not becoming of a Sigma Chi, or for dereliction of his responsibilities.
- II. Any brother may call for a vote of confidence upon any officer or committee chairman. Charges must be preferred against the officer by a member of the active chapter at any regularly scheduled formal chapter meeting. The vote will then take place at the next formal meeting. If the officer or committee chairman does not receive a majority vote of the brothers present with voting rights, he shall resign from office and responsibility. Following the vote,

nominations shall be taken to replace the officer. A special election to fill the vacant position shall take place at the next scheduled chapter meeting.

Article 4. Committees

Section 1 Committees

- I. There shall be the following standing committees **which need be established by bid signing day each semester:**
 - A. The Executive Committee
 - B. The Financial Committee
 - C. The Pledge Committee
 - D. The Alumni Committee
 - E. The Social Committee

Section 2. The Executive Committee

- II. The Executive Committee shall consist of the Pro Consul (who shall serve as Chairman), the Consul, the Magister, the Quaestor, the Annotator, both the Social Chairmen, the Rush Chairman, the Philanthropy Chairman, the Tribune, the Out-of-House Executive, In-House Executive, and the Risk Managers. The Chapter Advisor shall be an ex-officio member.
- III. The Executive Committee shall meet weekly to plan the chapter meeting agenda and for the purpose of assisting the Consul in the planning and fulfillment of a well-rounded active chapter program. Officer reports shall be given in Executive Committee meetings.
 - A. All Executive Committee meetings are open to the active chapter.
 - B. Committee chairman or their representatives must be present at this meeting to present any proposed action that they desire to have before the active chapter.
- IV. Attendance at all Executive Committee meetings is mandatory for all the aforementioned officers. If during a given semester, an Executive Committee member accumulates two unexcused absences (as prescribed in Article 2, Section 4 of these bylaws), he shall automatically be brought up for a vote of confidence at the next formal meeting which follows his second absence.
- V. A majority vote of the Executive Committee shall be required to pass any legislation on to the chapter. A two-thirds vote of the active chapter present and voting shall be necessary to override any legislation passed by the Executive Committee.
 - A. If a member currently holds more than one position on the Executive Committee, then he shall be allowed only one vote.
- VI. The Annotator shall have available a copy of the minutes of each meeting within 24 hours after its adjournment and shall take attendance.

Section 3 The Finance Committee

- VII. The Finance Committee shall be formed at the discretion of the Quaestor who shall serve as its chairman.
- VIII. It shall meet at least two weeks prior to the first chapter meeting of each fall term to consider and prepare a budget for the chapter for the entire school year.
 - A. This budget must be presented to the chapter by the first chapter meeting of the fall term and will only be legal after approval by majority vote of the chapter present and voting.
 - B. A quorum shall be required for the vote.
- IX. Shall require that the Quaestor submit a copy of the budget and of all audits to the Chapter, the Chapter Advisor, the Grand Praetor, and the General Headquarters Office of the Fraternity.
- X. Shall require that the Quaestor submit in approved accounting form a written statement of profit and loss and expense breakdown to the chapter, to the Chapter Advisor, the Grand Praetor, and the General Headquarters Office of the Fraternity not later than the 15th of the month for the previous month of the year.
- XI. Shall require that the Quaestor submit to the Chapter Advisor, the Grand Praetor, and the General Headquarters Office of the Fraternity, a yearly financial summary of operations for the entire school year. This report must be prepared and distributed no later than July 15 of each year.

Section 4 The Pledge Committee

- I. The pledge committee shall be chaired by the Magister.
- II. The pledge committee will plan pledge events and aid the Magister.
- III. The pledge committee shall help organize and implement initiation week.

Section 5 The Alumni Committee

- I. The alumni committee shall be chaired by the Tribune.
- II. The alumni committee shall aid the Tribune in organizing Homecoming.
- III. The alumni committee shall aid the Tribune in contacting alumni and performing all other needs of the Tribune.

Section 6 The Social Committee

- I. The social committee shall be chaired by the two social chairmen.
- II. The social committee shall aid the social chairmen in planning and organizing social events.

Article 5. Financial Obligations

Section 1. Dues

- I. Full dues shall be paid by all active brothers
- II. Dues shall be paid by the semester or in full at the beginning of the fall semester.
 - A. At the beginning of each academic year, each brother shall sign a contract drafted by the Quaestor that specifies the amount of dues to be paid for that year. (Passed 1/21/96).
 - B. The Quaestor shall determine the amount of dues every year.
 - C. Active brothers may set up a payment plan with the Quaestor.
- III. If an active brother does not meet his financial obligations:
 - A. **By the first day of each semester, he shall be considered in delinquency.**
 - B. He shall not be allowed to attend social functions and shall have no vote at any chapter meeting until such time that he has met his financial obligations or such time as these privileges are returned by the Finance Committee or Quaestor. Furthermore, he shall be subject to the provisions of the Sigma Chi Fraternity's Constitution and Statutes VII, Section 7.01.
 - C. He cannot make proposals to the Executive Committee.
 - D. A pledge is not required to obtain his signature.
 - E. If he has a house position, he must forfeit the position and house points gained from winning that position.
 - F. He cannot run for a position until his dues are fully paid.
 - G. **By school year end (last day of classes), the fraternity shall move forward with Form 50 proceedings as necessary.**
- IV. If dues for the school year are not paid by the following June 1st, the Quaestor shall use a collection agency to collect the back dues unless a payment plan was established before the end of the Add/Drop period (as described in Part I).
- V. Pledges must have completely paid their pledge dues to be eligible to participate in Indoctrination week.

Section 2. Quaestor's Report to the Executive Secretary

- I. It shall be mandatory for the Quaestor to send to the Executive Secretary a complete report of the chapter books for the accounts each month. In addition to the records proscribed by the Executive Committee of the Fraternity, these reports shall give in detail the names and addresses of each member of the chapter who is delinquent more than forty-five days in his account with the chapter.

Article 6. Amendments

Section 1. Procedure to Make Amendments

- II. To amend these bylaws, a proposal must be presented to the Executive Committee in writing. The Executive Committee can vote on the amendment the day it is proposed.

Section 2. Balloting on Amendments

- III. A majority vote by the Executive Committee shall carry the recommendation for the passing of the amendment to the chapter bylaw s.
- IV. A two-thirds vote of the active chapter present and voting shall be necessary to override an Executive Committee recommendation.
 - A. Quorum must be present for the vote to be called.

Article 7. Judicial Policy

Section 1. Personal Conduct

- I. Any violation of the Oath of Initiation in the Ritual or of Statute 3.18 of the Governing Laws shall be subject to the disciplinary action of the Judicial Board.
- II. Every active shall treat the pledges of the chapter with a level of respect and esteem appropriate with the ideals of the White Cross.
- III. Any brother in violation of the foregoing ruling shall be subject to the disciplinary action of the judicial board and at their discretion be subject to the action as put forth in Statute 7.01 of the Governing Laws.

Section 2. Judicial Board Structure

- I. The Judicial Board has three purposes:
 - A. Hold brothers accountable to the expectations of the Sigma Chi Ritual.

- B. Respond fairly and decisively to brothers, who have acted outside the lines of acceptable behavior in Sigma Chi, while in or out of the chapter.
- C. Hold brothers accountable for violating any Sigma Chi Governing Law and/or chapter bylaw.
- II. The judicial board shall consist of three brothers, one from the senior, junior and sophomore classes, and one alternate. The alternate may be selected from any class year.
 - A. The senior member of the Judicial Board will act as chairman and coordinate all necessary Board proceedings.
 - B. The Chapter Advisor, Consul, and/or Pro Consul shall participate in all proceedings, but shall not have a vote.
 - C. All members, except the alternate must be present during hearings.
- III. Judicial Board Decisions:
 - A. The Judicial Board decision must be unanimous
 - B. To reach a unanimous decision, the Judicial Board members must be willing to give lesser punishments in order to reach a unanimous decision.
 - C. The confidentiality of a Brother's complaint and all matters discussing within the hearing are to be upheld with all honor.
 - D. If the member of the Judicial Board, along with the Consul and Pro Consul, can prove and reach a majority decision that another member breached the accused's confidentiality, that member shall be immediately removed from office, and the alternate will take his place until a replacement can be elected by the Chapter. Those members of the Chapter nominated and ultimately elected to fill the vacant position shall be off the same class as the Judicial Board member removed from office.
 - E. Deliberations of decisions are secret, but final decisions and actions are brought to the active chapter.
- IV. The members of the board shall be elected for a one-year term or as necessary in the case of membership resignation. Members will be elected in the following manner:
 1. Nominations will be taken at the fourth to final meeting of the fall academic year along with the other chapter offices.
 2. There shall be one week separating the nomination process and the election of the Judicial Board members.
 3. Installation of the Judicial Board members shall occur immediately following the elections.
 4. The length of membership shall be one year, except in the instance of resignation or impeachment.

Section 3. Judicial Process

- V. Accusation
 - A. Accusation occurs when a member of the community informs the chapter Consul or any member of the Judicial Board of an infraction. Accusations may come from:
 - i. A witness
 - ii. Another brother
 - iii. The Judicial Board of the Council of Fraternity Affairs of the College of William & Mary.
 - iv. The University
 - v. Another credible source
 - B. A written form of the complaint, to be completed by the brother registering the grievance, or the Consul and/or Pro Consul if the accusation is made by someone other than a brother, must be made to the Judicial Board President within 48 hours of the incident coming to the attention of the Judicial Board, Consul, Pro Consul or Chapter as a whole. Complaints may not be anonymous.
 - C. The Judicial Board will meet immediately to discuss whether the infraction warrants the Brother in question to come before the committee.
 - D. The Judicial Board, if appropriate, will automatically and immediately suspend from all chapter activities (social events, intramural, voting rights, etc.) the brother(s) involved in the incident. The suspension shall not exceed fourteen (14) days and shall be pending the outcome of an investigation and decision by the judicial board.
- VI. Rights of the Accused Brother(s)
 - A. The accused brother(s) has the right to a fair hearing in front the Judicial Board in which he must be given all opportunity to present witnessed on his behalf and evidence in his favor.
 - B. The accused has the right to a timely resolution of the incident in question.
 - C. The accused has the right to request that one member of the Judicial Board be replaced by the alternate if for any reason he(they) feel it will offer him(them) greater opportunity to a fair hearing and judgment.
 - D. The accused brother(s) has the right to know the identity of his(their) accuser(s).
- VII. Investigation of incident
 - A. The Consul or Judicial Board member receiving the accusation shall contact the senior judicial board member, who in his capacity as chairman shall notify the other board members, begin collecting facts and, if necessary, set a hearing date. The hearing must take place within the fourteen (14) day suspension period outlined in Section 4, subsection A, point 4, above.
 - B. The 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 Judicial Board Chairman.
 - C. 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.)
- VIII. Hearing

- A. A hearing shall be held on the date set by the Judicial Board Chairman unless the brother admits guilt, in which case a hearing is waived and the judicial board shall apply the appropriate punishment. The date shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
 - B. The Chair will then read a written account of the infraction.
 - C. The Brother(s) in question will then be given a chance to relate his defense and/or version of the event in question.
 - D. The members of the Judicial Board will then be given an opportunity to ask questions.
 - E. The Chair will call for a recess, and move to the deliberation period when he believes that a thorough discussion of the matter has been achieved. A recess can only be called with the unanimous consent of all members of the Judicial Board.
 - F. The board shall begin closed deliberations (that include the ex-officio members) and either:
 - i. Make a ruling
 - ii. Choose to hear further testimony from the witnesses, the accused brother(s), and any other person(s) the board deems relevant. In this case, a decision will be rendered after the additional testimony.
 - G. The decision of an appropriate form of punishment must be unanimous.
- IX. Punishments
- A. The purpose of the Judicial Board is to institute a fair and objective form of a disciplinary and arbitration processes. As such, disciplinary action will take the form of positive and constructive punishment, related to the nature of the infraction and beneficial to both the brother and the Fraternity as a whole. If the brother(s) is(are) found guilty, the punishment shall be assigned according to a tier system to be applied within the Board's judgment. The Judicial 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 hearing board proceedings. On a second offense, the Judicial Board shall assign punishment from the second tier, and so forth. (*Sanctioned brothers are not exempt from normal fraternal obligations, including chapter financial obligations and chapter meeting attendance.*)
 - B. First tier
 - i. Ten (10) hours of service to the chapter, College, or community, to be decided by the chapter executive committee.
 - ii. Verbal reprimand accompanied by a signed agreement that specifically states the guilty party (or guilty parties) will not engage in the prohibited activity again.
 - iii. If necessary, an acceptable letter of apology shall be written by the brother(s) involved in the incident approved by the Pro Consul and Consul. (The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.)
 - iv. Monetary Fines should be only used in cases where there has been damage to property or financial liability is owed to the chapter and/or outside party.
 - v. Discussion with the accused brother(s), the Board and the accusing brother(s) that results in a common understanding of the reason for injury, resolution of the complaint and a commitment by the accused brother(s) for future improvement and/or abstaining from the behavior called into question.
 - C. Second tier
 - i. Fifteen (15) hours of service to the chapter, university or community to be decided by the executive committee.
 - ii. Verbal reprimand accompanied by a signed agreement that specifically states the guilty party (or guilty parties) will not engage in the prohibited activity again.
 - iii. If necessary, an acceptable letter of apology shall be written by the brother(s) involved in the incident approved by the Pro Consul and Consul. (The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.)
 - iv. Monetary Fines that equal the damage to property or financial liability owed to the chapter and/or outside party.
 - v. Suspension from Chapter activities (voting rights, social events, intramurals, etc.) for a period of seven (7) days.
 - D. Third tier
 - i. Thirty (30) hours of service to the chapter, university or community to be decided by the executive committee.
 - ii. Suspension from Chapter activities (voting rights, social events, intramurals, etc.) for a period of fourteen (14) days.
 - iii. The chapter will initiate conduct expulsion proceedings pursuant to Statute No. 7.01 of the Sigma Chi Governing Laws and Executive Committee Regulations 7.01-1 through 7.01-8.
- X. Appeals
- A. The Consul and Pro Consul shall hear any appeal within fifteen (15) days of the decision by the judicial board. To file an appeal, the brother(s) must make a written statement, giving due consideration to the recommendation of the hearing board, and any new matters raised on appeal. Before an appeal is heard, the Consul and Pro Consul must agree that due process was not served due to a deprivation of one or more of the following rights: the right to face one's accuser, the right to be privy to all evidence, the right to an appeal, and/or the right not to testify against oneself.
 - B. In the instance of a recommendation of expulsion, the Consul shall notify the Executive Secretary of the Sigma Chi Fraternity. The Executive Secretary shall notify the accused, the active chapter, the five alumni (if appropriate), 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 to the Executive Secretary within fifteen (15) business days of issuance of the trial board's report. The Trial Board Committee may forward a recommendation for expulsion 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. The Sigma Chi Executive Committee may only do the imposition of a sentence of expulsion from Fraternity membership. 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.

- i. The length of the trial board process, from the date of the authorization of the trial board by the Executive Committee to the date of the trial board's submittal of recommendations to the Executive Committee, shall not exceed 120 days. In the event that this time limit is exceeded, the Executive Committee may disband the trial board and/or appoint a new trial board to hear the charges. The Executive Committee may, upon written appeal of either the accused or the Chief Judge, waive this subsection to accommodate extenuating circumstances.

Article 8. Housing

Section 1 Regarding Housing in the Sigma Chi House

- I. Determining who shall live in the fraternity house shall take place during the spring semester, prior to the College's general housing lottery.
- II. The following brothers will live in the house:
 - A. The Consul, Pro Consul, and Magister.
 - B. All freshmen newly initiated brothers from the fall pledge class.
 - C. If there are too few freshmen (less than 14), remaining spots will awarded to any brothers who desire to live in the house. Priority will be given based on house points.
 - D. If there are spots available and no active brother wishes to live in the new house, freshmen in spring pledge class will live the house.
- III. Brothers will not have to live in the house under the following conditions:
 - A. If they are not the above positions or freshmen newly initiated brothers from the fall pledge class.
 - B. If they are a collegiate athlete.
 - C. If they are an RA.
 - D. If they have any other reason whether it be financial, physical disability etc. that the Executive Committee determines legitimate.
- IV. Room selection will be based on house points and house points are earned as follows:
 - A. The Consul shall have the first choice.
 - B. The Pro Consul and Magister shall be given thirty (30) points.
 - C. The Quaestor, Annotator, Rush Chair, Philanthropy Chair, Annotator, and Tribune shall be given twenty-five (25) points.
 - D. Each Social Chair, Risk Manager, the Historian, and Chapter Editor, shall be given twenty (20) points.
 - E. The In-House Executive, Out-of-House Executive, Steward, Kustos, Scholarship Chair, Special Events Chair, Sweetheart Retreat Chair and Retreat Chair shall be given ten (10) points.
 - F. Each member of a committee or judicial board shall receive five (5) points.
 - G. Five (5) points shall be given for each year as a brother from their Initiation.
 - H. Ten (10) points shall be given if the brother has received his badge.
 - I. Five (5) point shall be given for brothers fulfilling the founders' rolls, the grand seal, the badge, and the three great aims at Investiture.
 - J. Ten (10) points shall be given for fulfilling the rolls of Constantine, "I am a Sig" and the Black Supper speaker.
 - K. Two (2) points shall be given for all other I-week roles at the discretion of the Pro Consul.

Article 9. General

Section 1. Distribution of These Bylaws

- V. Copies of these bylaws shall be provided for each brother and pledge of the active chapter.

Section 2. Bylaw Review

- I. A temporary committee shall be appointed by the Consul and chaired by the Annotator for the purpose of review of the working of the bylaws.
- II. The responsibilities of this committee shall be to:
 - A. Approve the present working bylaws and provide a copy to each active member of the chapter, or
 - B. Present revised bylaws to the Executive Committee.

Section 3. Regulations Regarding Active Chapter Bylaws

- I. Active chapters shall adopt bylaws for the government and regulation and control of their revenues and property and shall file a copy thereof with the Executive Secretary immediately upon adoption provided that no such bylaw shall be valid which conflicts with any provision of the Constitution, Statutes, Ritual, or an enactment of the Sigma Chi Fraternity, or policies of the College of William and Mary, or the laws of the Commonwealth of Virginia.
- II. Nobody may sign a contract or any other legal document on behalf of the Chapter, except for the Consul or whomever he instructs.

Section 4. Policy Regarding Drug Usage

- I. The Chapter realizes that it cannot possibly police each brother's personal life nor does it intend to. Therefore, the moral and ethical questions on this subject are not relevant on this statement policy. In light of the Fraternity's stand, which is that the "Sigma Chi Fraternity does not condone the possession, use, or sale of illegal drugs or marijuana...", this Chapter concurs with the said statement and adopts the policy that ILLEGAL DRUGS ARE NOT TO BE USED, KEPT, OR SOLD IN OUR HOUSE OR THE ROOMS THERE WITHIN OR AT OUR SOCIAL EVENTS. Any brother who uses these substances must accept responsibility for his actions and when guilty of violating any aspect of this policy, must accept the consequences of his said action(s) which are as follows:
 - A. First Violation: The brother will have all privileges that he enjoys through his affiliation with Sigma Chi suspended for one month at the discretion of the Executive Committee.
 - B. Repeat Violation: The brother will have all said privileges immediately suspended indefinitely, pending his appearance before the Chapter Advisor and his designees, who will have the authority to expel the brother and/or assign him to alumni status immediately. (Passed 9-9-85, 6:0 vote in Executive Committee, amended to discretion of the Committee due to concern over violating the sanctity of a brother's room.)

Section 5. Regarding Destruction of Property

- II. The Executive Committee will bill any brother found guilty of destroying the property of Zeta Upsilon for the amount incurred by the chapter from the Office of Residence Life.
- III. If a brother(s) is(are) responsible for the damage of school property they will be billed by the house for the proper amount.
- IV. If a brother(s) is(are) charged for "extra trash removal," the house will bill them for the proper amount.
- V. If the party from III or IV disagrees with the bill from the house, they may appeal to the executive committee.
 - A. The decision of the executive committee is final and any compensatory damages must be paid to the house. If the guilty party refuses to pay, they will be referred to the administration and the chapter will no longer be responsible for the situation.

Section 6. Regarding Composite Pictures

- I. Brothers who miss the composite picture without a legal excuse are responsible for the fee owed to place them on the composite.
- II. If the party disagrees with the bill, they may appeal to the executive committee.
 - B. The decision of the executive committee is final. If the guilty party refuses to pay, he will lose the privilege of attending the Sweetheart Formal.

Revised and Adopted by the Executive Committee
on _____

Antonin J. Scalia

Executive Committee Chairman

Charles A. Engh III

Annotator